

<Date>

Director General of America and Pacific Wing
Ministry of Foreign Affairs
Segunbagicha, Dhaka-1000
Bangladesh

Subject: Request for cremating a dead body.

To whom it may concern:

This is to inform you that a U.S. Citizen, <full name>, died of < cause and location of death> on <date>.

The personal details of the deceased are as follows:

Name:

Nationality:

Sex:

Date of Birth:

Date of Death:

Passport No.:

We are requesting permission from the Home Ministry and Municipal Corporation to cremate the remains and issue a Cremation Certificate so that the dead body can be shipped to the U.S. after due formalities.

Sincerely,

<Name of Requester>

<Contact information>