<Name of the sender>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

<Name of the recipient>

<Position, Organization / Company / Government Unit>

<Address>

Dear Mr./Ms./Mrs. <Name of the recipient>,

 My name is [INSERT SENDER’S NAME HERE], and I am knocking on your heart’s kindness and compassion for any donation for the burial of my [INSERT RELATIONSHIP TO THE DECEASED (e.g. father/mother/brother/sister/friend/colleague)], [INSERT NAME OF THE DECEASED]. He/She died because of [CAUSE OF DEATH] last [INSERT DATE HERE].

 We need some financial support because [INSERT REASON FOR ASKING FOR DONATION]. We are exhausting all possible means to raise sufficient funds but we need [INSERT AMOUNT HERE] more. If you are willing to help us in the burial of [INSERT NAME OF THE DECEASED], please send your donations through [INSERT HOW THE RECIPIENT CAN DONATE]. Any amount will be appreciated.

 If you have any questions, please do not hesitate to reach us at [INSERT CONTACT DETAILS HERE].

 Thank you in advance and God bless!

Best regards,

[Signature over sender’s name]