

To
The Dy. Chief Personnel Officer (W)
CLW/Chittaranjan.

(Through Vice-Warden/Section In-charge)

Sub: Prayer for Funeral Assistance from SBF.

With due respect, I Smt./Sri.....
W/o/H/o/S/o/D/o Late..... Ex. Design.....
Ex. T/No..... working under..... Control No.....
B.U. No..... beg to state that my husband/wife/father/mother expired
on..... at (place).....

So, I pray to you kindly consider my case sympathetically and grant the
'Funeral Assistance' in my favour and oblige.

Xerox copy of Death Certificate and Medical Identity Card are enclosed.

Thanking you,

Yours faithfully

Date:
Place:

(Signature/LTI of applicant)
Address & Phone/Mobile No.

Signature/LTI of the applicant should be
Certified by Vice-Warden/Section In-charge.

FOR OFFICIAL USE ONLY

Received an amount of Rs.....
(Rupees.....)
on.....

(Signature/LTI)

Witnessed by: