Your name

Street address

City, county, postcode

Date

Recipient name

Title

Company Name

Street address

City, county, postcode

Dear Recipient name:

I am writing to request help with locating death records for name of deceased person buried in the name of cemetery in location of cemetery. I do not know the exact date of death; however, I do know that it was between 1920 and 1930. As I understand it, your funeral home was one of three operating near the cemetery during that time. Would it be possible for you to search your records for information?

I have enclosed a self-addressed, stamped envelope for your reply. If there are research or copying costs, please send me a bill to the above address. Thank you for your time in considering my request.

Yours sincerely,

Your Name

Enclosure