

[Miscellaneous-Todays-Date]

[Informant-First-Name] [Informant-Last-Name]
[Informant-Address]
[Informant-City], [Informant-State] [Informant-Zip]

Services Of: [Deceased-First-Name] [Deceased-Last-Name]
Date: [Deceased-Death-Date]
Account: [Deceased-Case#]

Dear [Informant-First-Name],

On behalf of our funeral home and staff we would like to thank you for placing your trust in us and allowing us to serve your family.

On Wednesday March 24th, 2021, **FEMA** announced guidelines for funding some funeral services of persons who have passed due to the **COVID-19 Pandemic**. If you are receiving this letter, it is because **COVID-19** was listed as one of the contributing factors of death on your loved ones death certificate.

Enclosed is a copy of the **FEMA** guidelines along with a copy of your loved ones Funeral Service Invoice and a copy of their Death Certificate.

Please refer to the **FEMA** guidelines and follow **THEIR** instructions to apply for these funds if you feel you may qualify. This is a benefit that you will need apply directly with FEMA yourself.

If you have any further questions or need assistance, please let us know.

Sincerely,

Jonathan Leavitt

Stephen Leavitt