[Mention full name of the sender]

[Mention your address]

[Mention your contact information]

[Mention the relevant date]

[Mention the full name of the recipient]

[Mention the address of the recipient]

[Mention contact information of the recipient]

Subject – Letter of Permission for Burial

Dear [mention the full name of the recipient]

I have been waiting for the chance to cremate my [mention the relationship to the relevant person] outside the burial ground run by your [mention the full name of the group] group, for the past [mention the number of days] days and still, I have not been able to bury [mention the relevant gender pronoun].

I humbly request you to look into the matter as if this takes such a long period, then even I am at the risk of being infected by the virus. If you could provide me with the date, I would be highly obliged.

I understand that the situation for the past [mention the number of months] months has very been troublesome, and you have been stressed a lot, but please help me in this dire situation as I do not know whether I should take the body to another burial ground or wait here.

I would be very grateful if you could speed up the process of approval and grant me the permission to cremate my [mention the relationship with the relevant person].

With regards,

[Mention hand-written signature of the sender]

[Mention the relevant date]

[Mention the notary or witness if required]