

Format for Company Letter
(To be submitted on company letter head)

To,

Assistant Consular Officer,
Consulate General of India,
Dubai

DD/MM/YYYY

Subject: Intimation of death of Mr. / Mrs. and request for cancellation of the deceased's Passport.

Dear Sir/Madam,

We hereby inform that Mr. / Mrs., holder of Indian Passport No. issued at on was under our sponsorship until he expired on in due to as per death certificate issued by the local authorities.

2. Mr. / Mrs. holder of Indian Passport No. issued at on has been authorized to take over the dead body.

3. Please be informed that all dues on account of Terminal Benefits / Final Settlement will be handed over to his/her legal heir, also the company will bear all expenses related to transportation of mortal remains to India or cremation / burial locally in UAE, as per the wishes of the family of the deceased. Kindly cancel the Passport of Mr. / Mrs. and provide us with necessary documents in this regard.

(Signature)

Name of the Authorized Signatory

Designation in the Company

E-mail ID :

Mobile/Tel No. :

(Stamp of the Company)