**TO WHOM-SO-EVER IT MAY CONCERN**

Respected Sir/Madam,

We ------------------------------------------------- [Parents/Kin’s/Relative’s Name] of ------------------------------- [deceased Person name] residents of -------------- [Address in India], India are informed through friends of ---------------------- [deceased/affected Persons Name ] in -------------------- [type of incident] this morning in ------------ [location of Incident in US] and deceased.

Reference Links (if any):

As we have --------------- [relatives names] in ----------------- [location/City] We authorize a community representative from American Telugu Association (ATA) ----------------------[ATA SEVA Team Volunteer Name] to take custody of the remains of ---------------------- [deceased name] to co-ordinate and try to send remains to [location/City] in India.

Our Contact details are below. Please contact us for any questions.

Thank you.

With regards,

[Relatives/Parents Name with Surname followed by name]

[Provide at least 3 Contacts with Mobile numbers]

[Provide Email addresses also:]

Date:

* ***Please print this form, fill the details with hand, scan it and email it to ec@ataworld.org***