

DRAFT LETTER FOR APPLYING FOR WIDOW'S CANTEEN CARD
(To be sent to Canteen where you are attached)

From
Name Address, Mobile No. Email ID
Date

To,
Canteen Manager

SUBJECT: ISSUE OF CANTEEN SMART CARD FOR WIDOW

Dear Sir,

1. I regret to inform you that my husband/ father, _____ has expired on _____ at _____ due to _____. His Death Certificate No. _____ issued by _____ dated _____ is enclosed for ready reference.

2. May I request you to kindly assist me in getting the new Canteen Smart cards prepared. I shall deposit the old cards once the new cards are handed over. The details of the old cards are as follows:-

- (a) Grocery Card No :
- (b) Liquor Card No :

3. I am enclosing the documents as required. Kindly issue a canteen card form on my behalf to the bearer of this letter. I authorize him to collect the same on my behalf. The name of the bearer is _____. His Identity Proof document is _____. He is my _____ (relation).

4. Thanking you in anticipation.

Yours sincerely,

Signature of NOK
Name _____
Relation _____

Date:- _____

Encl: As above