

From:-

-----  
-----  
-----

Date:-

To,  
The Chief Officer,  
Cuncolim Municipal Council  
Cuncolim Goa

**Sub : Request for the use of Hearse Van**

Sir,

You are requested to provide your Hearse Van Vehicle for transportation of dead body/patient from ..... to ..... Necessary charges will be paid by the undersigned as per existing Rules of the Council. The particulars are given below :

1.	Name & Address of the person to be transported	:	
2.	Date & Time	:	
3.	Place of transportation	:	
4.	Destination	:	

Thanking you,

Yours faithfully.