XYZ CONTRACTING CO. LLC

To,
The Consular Officer
Embassy of India,
Abu Dhabi

Subject: Intimation of death of Mr/Ms…….and request to cancel the passport and issue NOC to facilitate the repatriation/local burial/local cremation of the mortal remains.

Dear Sir/Madam,

We hereby inform that Mr/Ms……., holder of Indian passport bearing No. ……., issued at ……on ……., is our employee and was under our sponsorship until he/she expired on ……at ……due to ……as per the death certificate/death notification issued by the local health authority.

Mr/Ms……holder of Indian passport bearing No……. issued at ……on ……has been authorized to take over the dead body.

Please be informed that all dues on account of terminal benefits/final settlement will be handed over to the legal heirs. We also agree to bear all costs related to the repatriation of the body.

Kindly cancel the passport of late Mr/Ms……and provide us with necessary documents to facilitate the repatriation of the human remains back to his hometown or to facilitate its local cremation or burial.

Your co-operation in this regard shall be highly appreciated.

XYZ CONTRACTING CO. LLC STAMP SIGNATURE