

Date: _____

Bottled Water

Company Name: _____

Street Address: _____

City/State/Zip: _____

To Whom It May Concern,

This letter is to inform you of the death of:

Name: _____

Address: _____

City/State/Zip: _____

Account Number: _____

The deceased is a customer of yours. Please cancel all future deliveries to the above address immediately. If the deceased has prepaid for any deliveries, refunds should be mailed to me at the address below.

If any equipment (such as a water cooler or dispenser) is the property of your company, please contact me to arrange pickup. Your prompt attention to this matter is greatly appreciated.

Sincerely Yours,

My Contact Information

Name: _____

Relationship to Deceased: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____