[Date of Request]

**NAME OF CHAIR, MD, FPCP**

Chair, Committee on Credentials and Membership

Philippine College of Physicians

Dear Dr. [Last name of the Chair],

With great sadness, I would like to inform your good office of the demise of Dr. [state complete name of PCP Diplomate/Fellow] who passed away on [Date of demise] due to [state cause of death].

In this regard, I would like to endorse Mr./Mrs. [state name of claimant], who is his/her [state relationship, i.e., spouse/parent/child/sibling] for financial assistance as death benefit to the legal next-of-kin of one the members of the PCP.

Based on our records, he/she is a member/diplomate/fellow in good standing.

Sincerely yours,

**[*Name of Chapter President*], MD, FPCP**

Chapter President

Name of Local Chapter