[Date]

**Name of Current Chapter President, M.D., FPCP**

President

PCP Chapter of [name of chapter]  
[Address]

Dear Dr. *[Last Name of President]*,

With great sadness, I would like to inform your good office of the demise of my [*state relationship of legal next of kin: e.g., spouse, father, sister, etc.*], [*state the complete name of the PCP-member*], last [*date of* demise] due to [*state cause of* death]. He/She was a member of the Philippine College of Physicians.

In this regard, I would like to request for financial assistance as death benefit to the legal next-of-kin of one the members of the PCP.

Please find enclosed/attached herewith are the required documents to prove my kinship.

I look forward to your favourable consideration.

Thank you.

Sincerely,

Name of Claimant

[Postal Mailing Address]

[Viber Contact Number/iMessenger ID, if any]

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[Please do not include the part below the broken lines in your final letter]

*Required Documents:*

1. *PSA copy of the Death Certificate*
2. *PSA copy of our Marriage Certificate (if spouse is the claimant); PSA copy of my Birth Certificate (if son/daughter is the claimant); PSA copy of Birth Certificate of decedent (if parent is the claimant); PSA copy of Birth Certificates of decedent and of the claimant (if sibling is the claimant)*
3. *Photocopy of any government-issued ID of the claimant.*