

APPENDIX I

PURCHASE OF FUNERAL HOME – NEW OWNER LETTER TO CONSUMER (SAMPLE LETTER)

ON YOUR FUNERAL HOME LETTERHEAD

Date

Consumer Name
Consumer Street
Consumer City, State, Zip

Dear Mr./Ms. _____:

I am writing to inform you that, as of (date), I became the new owner of _____ Funeral Home, located at (ADDRESS, CITY, STATE, ZIP). It is my pleasure to have purchased the funeral home from (former owner), a person who has earned the respect of the families he/she has served and the entire community. I consider (former owner) a friend and wish him/her all the best.

With this purchase, I want to inform you that the funds you had given to _____ Funeral Home in advance to prepay your funeral/burial costs remain safe and accounted for. What this means is that I will now be managing your preneed funeral account on your behalf. Although you have the right to use any funeral home you choose, I want to assure you that we will serve you well, paying attention to all of your needs.

You should feel free to contact me at anytime to discuss your preneed account, if you have questions about the funeral home purchase or if you just wish to get to know us better. I can be reached at XXX-XXXX.

I hope this information is helpful. Welcome to the _____ Funeral Home family!

Most sincerely,

Your Signature

YOUR NAME

