

APPENDIX H

SALE OF FUNERAL HOME – SELLER 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, after ___ years serving the families of (city, town, village) and the surrounding area, _____ Funeral Home was sold on (effective date) to _____ Funeral Home (ADDRESS, CITY, STATE, ZIP). Although this was not an easy decision, we at _____ Funeral Home believe it to be best for all concerned. We will certainly miss being directly involved in our wonderful community after these many years and helping people like you through difficult times in their lives.

With our last day in business as _____ Funeral Home set to be (date), it is very important for you to know that the funds you had given us in advance to prepay your funeral/burial costs remain safe and accounted for. What this means is that _____ Funeral Home will now be managing your preneed funeral account. You will also be notified of this sale soon by (name), the new funeral home owner. However, you may phone (him/her) at _____ Funeral Home at XXX-XXXX if you have questions about the transfer of your account. Although you have the right to use any funeral home you choose, I am confident that _____ Funeral Home will respect your wishes and serve you well.

Thank you for putting your trust in _____ Funeral Home for these many years. Please feel free to contact me at XXX-XXXX should you have any questions.

Most sincerely,

Your Signature

YOUR NAME

Appendices