

* * * **SAMPLE LODD LETTER** * * *

TO BE SUBMITTED BY THE CHIEF ON DEPARTMENT LETTERHEAD

[DATE]

The California Fire Foundation
1780 Creekside Oaks Drive
Sacramento, CA. 95833
via email: cafirefoundation@cpf.org

RE: Line-of-Duty Death – [Firefighter Name & Rank]

Dear California Fire Foundation:

As a [Rank of Fallen Firefighter at time of death], NAME embodied the finest qualities of a true firefighter. The purpose of this letter is to confirm the line of duty death of [Firefighter Name & Rank], who succumbed to [Cause of Death] on [Date of Death], at [Age]. NAME served the citizens of [Jurisdiction] with honor and distinction for [Years of Service].

NAME loved the fire service. He/She/They began his/her/their career as a _____. NAME also worked as/for _____ prior to being hired by [Employing Department]. Ever an example, NAME received [awards, accolades] during his/her/their career, including _____.

NAME is survived by his/her/their [spouse/partner] of _____ years, and their [number of] children, NAME (age) and NAME (age).

Funeral services were held on DATE at LOCATION, at TIME. Interment followed at LOCATION.

Please do not hesitate to contact me, should you have any questions or require additional information.

Sincerely,

NAME
Fire Chief
[Employing Department]