

## LETTER OF INSTRUCTION

*To ensure that your wishes are carried out completely, please use this form to send your instructions regarding the disposition of your loved one's remains and personal effects by both fax and mail to the American Embassy Tokyo.*

*Our fax number is (011) 81-3-3224-5856. Our mailing address is American Embassy Tokyo 1-10-5 Akasaka, Minato-ku, Tokyo 107-8420, Japan*

*Your instructions should give your loved one's full name, telephone numbers where you may be reached and, if shipment of remains is desired, the name, address, and full telephone number and fax number of the U.S. funeral home you have selected to handle arrangements.*

### Contact Information

Name of Deceased: \_\_\_\_\_

Your name: \_\_\_\_\_

Your telephone number(s): (H) \_\_\_\_\_ (W) \_\_\_\_\_

Your FAX number(s): (H) \_\_\_\_\_ (W) \_\_\_\_\_

### Please select an option:

\_\_\_\_\_ I would like my loved one's remains cremated and buried in Japan.

\_\_\_\_\_ I would like my loved one's remains cremated and buried in the U.S.

\_\_\_\_\_ I would like my loved one's remains embalmed and shipped to the U.S.

### U.S. Funeral Home Details:

Name of Funeral Home \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

### **Personal Effects**

What would you like us to do with your loved one's personal effects?

\_\_\_\_\_ I would like all of my loved one's effects returned to me. I understand that I am obligated to pay for any shipping costs.

\_\_\_\_\_ I would like only some of my loved one's effects returned to me. I understand that I am obligated to pay for any shipping costs and that the remaining effects will be given to charity or otherwise disposed of by the American Embassy Tokyo. Please list on a separate sheet of paper those items which you would like returned.

\_\_\_\_\_ My instructions are included on a separate sheet of paper.

### **Other Requests:**

Your Signature \_\_\_\_\_

Date \_\_\_\_\_