[Your address]

                                                        [Including phone number]

F.A.O. Liz Roberts

Hull Crematorium,

Chanterlands Avenue,

Hull

HU5 4EF

[Date]

Dear Mrs Roberts

**Re [Name of baby] [DOB] [Date of cremation]**

I would like to have copies of all paperwork held by Hull City Council regarding my son/daughter, [name of baby]. I would also like a copy of the Cremation Register entry and the Technicians report.

I look forward to hearing from you in due course.

Yours sincerely

[Name]

Baby’s mother/father