Example Email:

Dear XXXX,

Firstly, please accept my condolences on behalf of the XXXXXXXX and our sympathy goes out to you and your family at this most difficult time.

Further to our conversation earlier this week regarding to the scattering of your father's ashes, we at the club are here to support and serve our community the best way we are able. Aware that the spreading of ashes are a very personal affair we are quite happy to facilitate your families request.

Generally, if you wanted I will make myself available and meet and greet you the club reception from there we would walk to the the pitch side. I would read a short passage and say a short prayer, I would then give an opportunity for reflection, then the family can spread the ashes on the grass area between the hoardings.

I hope the above makes sense and is helpful but if you require any further information please don't hesitate to contact me.

Kind regards

XXXXX