

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to share the sad news of the passing of [Deceased's Name], who left us on [Date of Death]. [He/She/They] was a cherished [relation, e.g., friend, parent, sibling] and will be deeply missed by all who knew [him/her/them].

A memorial service will be held on [Date of Funeral] at [Time] at [Location]. Following the service, we will gather for a reception at [Location of Reception].

Our family appreciates your thoughts and prayers during this difficult time. We invite you to join us in honoring [Deceased's Name]'s memory as we celebrate [his/her/their] life.

With heartfelt sympathy,  
[Your Name]