

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

Dear [Recipient's Name],

It is with deep sorrow that I announce the passing of [Deceased's Name], who departed this life on [Date of Death]. [He/She/They] was [Age] years old and lived a life filled with [brief mention of achievements, qualities, or personal history].

[Deceased's Name] is survived by [list immediate family members, e.g., spouse, children, grandchildren]. [He/She/They] will be deeply missed by all who knew [him/her/them] and whose lives were touched by [his/her/their] kindness and generosity.

A memorial service will be held on [Date of Service] at [Location] at [Time]. All friends and family are welcome to join us as we celebrate [Deceased's Name]'s life.

In lieu of flowers, the family requests that donations be made to [Charity or Organization], a cause that was dear to [Deceased's Name]'s heart.

Thank you for your support during this difficult time.

Sincerely,
[Your Name]