

[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 hope this message finds you in good health.

It is with deep sorrow that I write to inform you of the passing of [Deceased's Name], who left us on [Date of Death]. [He/She/They] was [a brief description of the deceased, e.g., "a beloved husband, father, and friend"] and will be profoundly missed by all who knew [him/her/them]. The memorial service will be held on [Date] at [Time] at [Location]. We invite you to join us in honoring [his/her/their] memory and celebrating the life [he/she/they] lived.

In these difficult times, your support and love will mean a great deal to us. If you would like to share your memories or condolences, please feel free to reach out.

Thank you for your understanding and support during this challenging time.

Sincerely,  
[Your Name]