

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

Dear Family and Friends,

I hope this letter finds you well. I am writing to share some news regarding the recent passing of [Name of Deceased], who left us on [Date of Death]. [He/She/They] was [Age] years old and is survived by [Immediate Family Members].

[Include a brief description of the deceased's life, achievements, and any special memories or tributes you want to share.]

We invite you to join us in remembering [Name of Deceased] at [Location] on [Date] at [Time]. A memorial service will be held to celebrate [his/her/their] life, and all are welcome to attend.

In lieu of flowers, the family requests that donations be made to [Charity/Organization] in [Name of Deceased]'s memory.

Thank you for your love and support during this difficult time. Please reach out if you have any questions or wish to offer condolences.

With heartfelt sympathy,

[Your Name]
[Relationship to Deceased]