

[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],

We are heartbroken to share the news of the passing of our beloved [Name of Deceased], who left us on [Date of Death]. In honor of their life and memory, we invite you to a memorial service to celebrate their remarkable journey.

****Memorial Service Details:****

Date: [Date of Service]

Time: [Time of Service]

Location: [Venue Name]

Address: [Venue Address]

We would be grateful to have you join us as we remember the love, joy, and memories shared with [Name of Deceased]. Your presence would mean a great deal to our family during this difficult time.

Please let us know if you plan to attend by [RSVP Date].

With warm regards,

[Your Name]