

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

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

Dear [Recipient Name],

I am writing to inform you of the passing of [Deceased's Name], who left us on [Date of Death]. [He/She/They] was [brief description of the deceased, e.g., a beloved family member, friend, or colleague].

The funeral service will be held on [Date] at [Location]. We invite you to join us in celebrating [his/her/their] life and memory.

Please feel free to reach out if you have any questions or need assistance during this difficult time.

Sincerely,
[Your Name]