

[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 letter finds you in good health and spirits. As we gather together to remember and honor the life of [Deceased's Name], it is with both sorrow and joy that we come together in faith. [Deceased's Name] was a cherished member of our congregation and their presence will be deeply missed.

The memorial service will be held on [Date] at [Time] at [Location]. We encourage everyone to join us as we reflect on the wonderful memories we shared and the faith that sustained [Deceased's Name]. Please feel free to bring any personal stories or photographs you would like to share during the service.

In this time of remembrance, let us unite in our hope for resurrection and the promises outlined in the Scriptures. We look forward to celebrating [Deceased's Name]'s life together and finding comfort in our shared faith.

With warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Congregation/Organization Name, if applicable]