

[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 surrounded by love and support during this difficult time.

As we gather to honor and remember [Name of the Deceased], I would like to invite you to the memorial service scheduled for [Date] at [Time]. The service will be held at [Venue/Location], where we will celebrate [his/her/their] life and cherish the memories we share.

[Optional: A short personal memory or reflection about the deceased.]

Please feel free to share this invitation with anyone who may wish to join us in remembrance.

With heartfelt condolences,

[Your Name]