

Professional announcement of a family member's passing

Subject: Sad News – Passing of [Name]

Dear [Recipient's Name],

It is with profound sadness that we announce the passing of [Name], who left us on [Date].

[He/She] was a beloved [relation, e.g., father, colleague, friend], and [his/her] presence will be deeply missed.

Funeral services will be held on [Date] at [Location]. We welcome friends and family to join us in honoring [his/her] memory.

Sincerely,

[Your Name]

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