

Warm, personal announcement

Subject: In Loving Memory of [Name]

Dear Friends,

It is with heavy hearts that we share the passing of our dear [relation, e.g., mother, colleague], [Name], on [Date].

[Name] touched so many lives and will be remembered for [his/her] kindness, love, and dedication.

Details of the memorial service are as follows: [Date, Time, Location]. We hope you can join us to celebrate [his/her] life.

Warm regards,

[Your Name]

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