

Informal announcement to friends or community

Subject: Sad News About [Name]

Hi Everyone,

I am deeply saddened to inform you that [Name] passed away on [Date].

[He/She] was an incredible [friend/colleague/etc.] and will be missed by all who knew [him/her].

The memorial service will be on [Date, Time, Location]. Your presence and support would mean a lot.

Regards,

[Your Name]

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