

Announcement for community or group

Subject: Remembering [Name]

Dear [Community/Group Name],

We regret to inform you that our beloved member, [Name], passed away on [Date].

[He/She] was a valued part of our community, and [his/her] contributions will not be forgotten.

Memorial services will be held on [Date, Time, Location]. Please join us to celebrate [Name]'s life and legacy.

Warm regards,

[Your Name]

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