

Funeral Arrangements Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position/Role] at [School/Alumni Association Name]

Dear [Recipient's Name],

We are writing to confirm the funeral arrangements for our beloved [Name of Deceased]. As a cherished member of our school/alumni community, we want to ensure that all details are communicated to our members.

Funeral Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Contact for inquiries:** [Insert Contact Information]

We invite all members of the [School/Alumni Name] to attend and honor [Name of Deceased]. Your presence will be a great comfort to the family and friends during this difficult time.

Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Position]

[School/Alumni Association Name]