

# You're Invited to a Memorial Service

Dear Colleagues,

We invite you to join us in honoring the memory of our dear friend and colleague, **[Colleague's Name]**, who passed away on **[Date]**.

Date: **[Date of Memorial Service]**

Time: **[Time]**

Location: **[Venue/Address]**

Please join us as we share our memories and celebrate the life of **[Colleague's Name]**. Your presence would mean a lot to the family and all of us who had the privilege to work alongside **[him/her/them]**.

Kindly RSVP by **[RSVP Date]** to **[Your Contact Information]**.

Thank you for your support during this difficult time.

Sincerely,

**[Your Name]**

**[Your Position]**