

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to discuss the planning of a memorial event in honor of [Honoree's Name], which we are looking to hold on [Date] at [Location].

We would like to gather input from family and friends to ensure this event reflects [Honoree's Name]'s life and legacy. Your presence and participation would be greatly valued, and we would appreciate any ideas you might have regarding the program, speakers, or other arrangements.

Please let us know your availability for a planning meeting on [Proposed Dates/Times]. Your insights will be instrumental in making this event meaningful.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,
[Your Name]
[Your Contact Information]