

Next of Kin Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you of the passing of our beloved [Deceased's Name], who departed this life on [Date of Death]. [He/She/They] was [age] years old at the time of [his/her/their] passing.

[Deceased's Name] was a cherished member of our family and will be profoundly missed by all who knew [him/her/them]. We are deeply saddened by this loss and wanted to ensure that you were notified as [his/her/their] next of kin.

The details of the upcoming memorial service are as follows:

- Date: [Service Date]
- Time: [Service Time]
- Location: [Service Location]

Please feel free to reach out if you have any questions or need further assistance during this difficult time.

With heartfelt sympathy,

[Your Name]

[Your Relationship to Deceased]

[Your Contact Information]