Sample Letter to send to family members



Loved ones picture here

**Loved ones Name here**

Dear Family and friends,

On February 26th, 2016 the \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ families lost a great lady, **Loved ones name here.** As you know the 7th year anniversary of his/her death is this year, 2023. \_\_\_\_\_\_\_\_\_\_\_\_\_ was meek, humble, kind, loving and considerate, and those are just a few of her character traits.  He/She was a wife/(husband), mother/father, son/daughter, brother/sister, devoted grandfather/grandmother, uncle/aunt, trusted friend, a good neighbor, but most of all he/she loved the Lord.

As a way to honor the memory of those who served at True Light, we the family of **loved ones first name here** are raising money to donate in his/her memory to the church building fund.

**Loved ones first name here** was a dedicated hard working member of the True Light family and he/she is deeply missed. Here is a few positions that he/she held as a member of True Light.

1. **Loved one’s first name here**: was a primary Sunday-School teacher for over 40 years.
2. **Loved one’s first name here** was a member of Circle 1, where she worked with those in need.
3. **Loved one’s first name here** was a member of the Women’s Savings Club.
4. **Loved one’s first name here** was a member of Mission #2.
5. **Loved one’s first name here** sang in the Senior Choir and the Women’s Choir during special occasions.
6. **Loved one’s first name here** faithfully attended bible study.
7. **Loved one’s first name here** attended church business meetings and Church Conference.
8. **Loved one’s first name here** was involved in her community.

Please help us honor the memory of this beautiful man/lady by making a donation of **any amount**. As I mentioned earlier, the anniversary of his/her death is **Month and date here:** and we would like to collect the donations by **March 15th.** If you send a check or money order please make it out to **your and your spouses name here** or **last name here**. Included is a self-addressed envelope for your convenience. If you have questions please give us a call or text at **phone # here** or **phone # here if more than one**. If want to know the amount that is collected in his /her memory please include your email address and I will gladly let you know.

God bless!

**You and spouses name here if applicable**

**Your numerical address here**

**Your City, State and zip code here**

**Your email here**

**“A good name is better than precious ointment; and the day of death than the day of one’s birth.” Ecclesiastes 7:1**