Date:

**Subject: Death Announcement of Andrew Blair**

To whom it may concern,

It is with deep regret that I would like to inform you about the untimely death of our beloved colleague, Andrew Blair, Finance Director of Excel Vision Pvt. Ltd. I must say that he was not only a good employee of the company but a great friend to all. All of us knew him very well as he was very dear to all of us.

We all mourn his untimely death and pray for his forgiveness. May God bless him in the life hereafter. I request you all to pray for his forgiveness and be there at his funeral.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]