Date

Name

Address

Dear Community Members,

We are sending you this letter to inform you about the death of one of our dearest community members, Mr. John Will, who has served ABC Church for three years as a janitor.

He was sick with an incurable disease, and his family spent all their money on his treatment. He died on 5th June 20XX, and his family is in such a bad financial state that they cannot even afford his burial services.

We request you to donate generously to this cause. We are planning not to just support his burial services, but also to give some money to his family. We feel that we owe him this for his dedicated work for the Church. We also request you to join in for his burial services on 6th June 20XX, to show support to his family.

If you want to donate, you can reach us at [X]. Thank you in advance.

Regards,

Sarah William.