

Professional Death Notification Letter to Business Partners

Subject: Notification of [Deceased's Name]'s Passing

Dear [Recipient's Name],

We regret to inform you that [Deceased's Name], [Position/Role] at [Company Name], passed away on [Date]. During this period, [Company Name] will experience temporary changes in operations.

We appreciate your understanding and support and will communicate further regarding ongoing projects.

Sincerely,

[Sender's Name]

[Title/Position]

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