To

[The Recipient Name]  
[Department Name]

I am writing to give you the sad news of Mr. [name]’s father’s demise. As you all know that Mr. [name] was working as [designation] in our [department name] for [number] years. Last year he had requested a transfer to take care of his father who had been diagnosed with Lung cancer. After a long and testing battle with the disease, he left for his heavenly abode on [date].

We request all of you to remember him in your prayers. You can contact Mr. [name] to offer your condolences on [phone number]. Also, Mr. [name] and Mr. [name] would go to the funeral service on behalf of the office. If you would like to join them, contact Mr. [name] latest by [time] [date].

Yours sincerely,

[Your Name]  
[Designation]