


SAMPLE 1

To  patrick@shackfords.com x

Cc

Bcc

Re: Sidney Garfield

10/16/20

Dear Mr. Merkley:

It is with great sadness that we inform you of the passing of Sidney Garfield, our president and CEO. Mr. Garfield passed away on October 15, 2020 from complications related to Covid-19.

Our company looks forward to sponsoring a celebration of Mr. Garfield's life in the summer of 2021. We will be in touch once the date has been set. Due to Covid-19 concerns, his funeral on 10/19/20 will be a family-only event.

To accommodate our shift in management, Garfield Produce will be closed from 10/19/20 to 10/23/20, resuming operations and deliveries the week of 10/26/20.

If you have concerns about any upcoming orders or need recommendations for an alternative vendor for this coming week, don't hesitate to give us a call. Know this temporary setback will not affect future orders and that George Garfield, our vice president of sales (and Mr. Garfield's son), will be overseeing all company operations going forward.

We appreciate your continued business.

Best wishes,
Catherine Anderson, *Director of Operations*

Garfield Produce Distributors

American Canyon, CA 94503

(707) 887-8877

catherine@garpro.com

SAMPLE 2

To  Noah Jampol x

Cc

Bcc

Re: Erin Logan

1/18/21

Mr. Jampol:

We regret to inform you of the death of Erin Logan this last Thursday. As you may have seen in the local news, Ms. Logan was in a serious car accident and did not recover from her injuries. This has been a very sad time for those of us who worked with her.

I know that you were working closely with Ms. Logan on the Trinity project and were nearing completion on the blueprints. It is my intention to personally oversee the project going forward and to keep it on target for you. I would ask only that you give me two weeks to get up-to-speed on the specifics and to arrange meetings with your contractors so that I have a full picture of where we are at in the process. Rest assured that we will handle your project with the same care and precision you came to expect with Ms. Logan.

Feel free to give me a call at any time to discuss any concerns you may have. And if you are available, let's plan to meet in person at our offices the week of 2/8/21. Let me know of some times that work for your schedule.

Sincerely,
Angela Takito, head of engineering

BOLLING MECHANICS

Chester, MA 02134

angela@bollmech.com

(413) 781-1000

SAMPLE 3

*Join the faculty at
Huntington College
for a dinner honoring
our esteemed colleague*

***Sunday, June 8, 2020 @ 7:30 p.m.
The Faculty Club***




1940 - 2020

In Memoriam



Dr. Lawrence Eber, PhD

SAMPLE 4

To	 john@abbottsystemic.com x
	 mary@proletbot.com x
	 salgarcia@jonestelecom.com x

Cc

Bcc

Dr. Larry Eber

May 6, 2020

Dear friends and colleagues,

It is with a heavy heart that we announce the death of our colleague, Dr. Lawrence Eber, on May 3, 2020. Dr. Eber was the distinguished head of our Educational Psychology Department for over 44 years and was also beloved as a professor and lecturer. In addition, Dr. Eber's numerous articles and eight books were highly regarded by his peers with much of his research funded by major grants from the National Endowment for the Humanities and the W.K. Kellogg Foundation.

A university-sponsored celebration of Dr. Eber's life is planned for fall of 2020, date and location TBD. Due to Covid-19 restrictions, only immediate family may attend his funeral on May 14, 2020. Flowers may be sent to Grace Methodist Church. Donations may be sent to the scholarship fund set up in Dr. Eber's name at Huntington College. For further details, visit: www.larryslegacy.com.

Sincerely,
Dr. Martha Feldman, PhD
Dean of Students

Huntington College
Winston, MA 02133
(415) 778-7777, ext. 22
m.feldman@huntington.org

