

Formatted for NARFE Stationary

Chapter Name and Number

321 Any Way
Anywhere, FL 30000-0000
(999) 999-9999 e-mail testing123@lostlink.com

July 12, 2009

Mrs. Jean Smith
123 Paradise Avenue
Wonderful, FL 30000-0000

Dear Mrs. Smith,

On behalf of NARFE, our Chapter Number and myself please accept our sincere condolences on the loss of your mother, Mrs. Jones. We wish to extend to you any assistance that you may need in contacting OPM or other matters related to her death.

Enclosed is a NARFE pamphlet, titled "Death of a Survivor Annuitant" which you may find helpful. Also, please feel free to call me at the above number any time.

NARFE is an organization of active and retired federal employees, and their spouses. Our mission is to help fellow retirees and to represent the long-term interests of employees, annuitants and their families.

Sincerely,

John Doe, Service Officer

Enclosures: NARFE Pamphlet "Death of a Survivor Annuitant"
Important Telephone Numbers
My Business Card