

Formatted for NARFE Stationary

Chapter Name and Number

321 Any Way  
Anywhere, FL 30000-0000  
(999) 999-9999 e-mail [testing123@lostlink.com](mailto: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 husband, John. We wish to extend to you any assistance that you may need in contacting OPM or other matters related to his death.

Enclosed is the pamphlet, titled "Benefits Payable after Death of an 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: Pamphlet "Benefits Payable after Death of an Annuitant"  
Important Telephone Numbers  
My Business Card

This lady would like a copy of the newsletter that mentions her father's name. Give me an extra one for her and I will mail it to her. Thank you.

Mr Powell was a National Only Life member so the recurring newsletter is not a factor.

John