

Formatted for NARFE Stationary

Chapter Name and Number

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

July 15, 2009

Mr. John Smith
123 Paradise Avenue
Wonderful, FL 30000-0000

Dear Mr. Smith,

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

I was unable to reach you by phone to find out if you are both annuitant's or if just one of you is. So I have enclosed the pamphlet "Death of an Annuitant's Spouse" which has the procedure for reporting her death to OPM if you are an annuitant and had provided a Survivor Benefit for your wife. I also enclosed the pamphlet "Benefits Payable After Death of an Annuitant" which has the procedure for reporting her death to OPM if she was an annuitant. Please feel free to call me 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:
Pamphlets "Death of an Annuitant's Spouse" and "Benefits Payable After Death of an Annuitant"
Important Telephone Numbers
My Business Card