



Sample Internal Notification Memo

[WHEN CAUSE OF DEATH WITHHELD BY FAMILY]

Date:
To: Unit
From: [Name of Commander/Leader]
Re: Death of [name of unit member]

[Our Unit] is saddened to learn of the death of [unit member]; the family has requested that the cause of death be withheld. The tragic and sudden circumstances of [unit member's] death may cause a range of reactions among our Wingmen, so with the family's permission we are sharing the following information and are offering support for those who might need it.

[Unit member] served in [unit] for the last [number] years. On [Saturday night] [s/he] died around [11:00PM] [DO NOT MENTION PLACE OR METHOD USED FOR SUICIDE].

[Unit member's] memorial service will be held on [January 7 at 11:00AM], and all members who wish to attend may be excused. The family would like to welcome all of [his/her] friends and colleague who wish to share in the celebration of [his/her] life.

Some of you may be having difficulty coping with the sudden loss of one of our Wingmen. The following resources are available for support and to answer any questions we may have: [list of installation resources].

The family has requested that instead of flowers, those who wish to do so may donate to [a local suicide prevention center or other charity as shared by the family] in the [unit member's] memory.