

Dear _____,

It is with great sadness that we have learned of the passing of _____. We offer our heartfelt condolences.

One of the duties of our chapter is to serve the needs of the surviving spouse in a situation such as yours. If you need help in contacting a federal agency, need the proper forms, or have any questions on receiving your annuity, please contact our Service Officer (name) at (phone number).

It is the policy of our association to transfer the remaining membership of a deceased member to their spouse upon notification from our chapter. The National Office will change the membership to your name and continue to represent your interests regarding the earned benefits of your spouse such as your survivor annuity, FEHBP, and COLA. You will continue to receive the NARFE monthly magazine which keeps you well informed of the latest threats to our benefits and what action NARFE is taking about those threats. In addition, you will continue to receive our chapter newsletter.

When the time is right for you, we cordially invite you to join us at our monthly chapter meetings (place, time and date). Many survivors enjoy our meetings and often take an active role within our chapter.

Please don't hesitate to call us when you need assistance.

You are in my thoughts,

(your name)
Membership Chair
Chapter XXXX
Phone #