



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Dear Knights and Dames:

As Area Councillors, it is our most solemn duty to inform you of the death of *<Sir John Smith KHS>*. The visitation for *<Sir John>* will be on *<Monday, January 1st>* at *<Shady Rest Funeral Home>* located at *<101 Main Street in Anytown U.S.A.>* The visitation hours are *<3:00 pm to 7:00 pm>*. *<Sir John's>* funeral will be on *<Monday, January 2nd>* at *<St. Josephs Church>* in *<Anytown U.S.A.>* The funeral is scheduled for *<10:30 am>*. The address of the church is *<202 Hope Street>*, telephone *<555-222-1000>*.

Before his death, *<Sir John>* requested an official delegation of Knights and Dames and therefore I am notifying you to ask if you will be able to attend the funeral as a participant in the official delegation (Honor Guard). If you plan on attending, you must be at the Church a minimum of 15 minutes before the services begin to receive instructions. The ceremonial dress code is dark suit or dress, capes, gloves, berets, mantillas and insignia.

As Saint Paul in his letter to Galatians reminds us, as Christians we have a duty to do good to all but especially to those who belong to "the household of faith". It is in this spirit that one of the benefits of belonging to the household or family of the Equestrian Order of the Holy Sepulchre of Jerusalem is privilege of having an official delegation of Knights and Dames at the funeral of a deceased member of the Order. We would therefore urge you to make every attempt to join us in paying our final respects to our beloved *<brother/sister>*.

Please notify me immediately upon receipt of this notification whether you plan on attending so that we can arrange for adequate seating.

Please note that if you should arrive late (after the members of the Order are seated) the late arriving member should not join the members already seated (nor should they wear the cape, etc. if applicable). They should simply sit with the other people at the funeral.

If it was the desire of the deceased member NOT to have an official delegation (Honor Guard), you can replace the second paragraph above with the following text:

Upon *<Sir John's>* request, there will not be an official delegation, but the attendance of the Knights and Dames is requested. Therefore we are notifying you to ask if you will be able to attend the funeral. If you plan on attending, you must be at the Church a minimum of 15 minutes before the services begin so we can be seated together as a sign of unity. The dress code is simply a dark suit or dress. No ceremonial capes, etc. should be worn.