Dear Mr. Calloway,

Thank you for the kind invitation to your father’s funeral service. Having met him several times, and hearing your always gracious comments and (very funny) stories about him, I feel like I know something of the man who surely left you an enduring legacy.

I’m writing to extend my apologies that I am unable to attend the funeral. I saw on the invitation that the family recommends a donation to Richard’s charity in lieu of flowers, and I am more than happy to make a contribution which you will find in the enclosed check.

Please accept my sincere condolences in this time of loss. My thoughts and prayers are with you and your family.

With warm sympathy,

David Batsen

David Batsen