

Dear Friends and Family Letter

Use this template if you currently do **not** have any chronic illness such as cancer, heart failure, kidney failure, etc.:

From: _____

Date: _____

Dear Family & Friends,

If you are reading this, it means that I have passed on suddenly and unexpectedly. I know that my sudden loss is a very big blow to you and our loved ones. I am so sorry that you are experiencing this sadness and that I did not have an opportunity to say goodbye. Let me start by saying that I am very grateful to you for your loving care and concern.

Life Review Task 1- Acknowledging people in your life:

In the space below, please write the names of the people in your life of whom you are proud.

Use this opportunity to acknowledge their accomplishments.

(Example: Tom, I am so proud of you for graduating from high school with honors; Carla, I am so proud of you for making it into the swim team)

To: _____

What accomplishments do you want to acknowledge?

To: _____

What accomplishments do you want to acknowledge?

I want you to know that I am so proud of you.

Life Review Task 2- Remembering Key Moments:

In the space below, please list the important times in your life and meaningful moments that you wish to recall.

Here are some highlights of my life and moments I have cherished.

(Example 1: Remember our family reunion in 2014 and we all went camping and watched the beautiful sunset by the ocean—what a wonderful blessing that day was.

Example 2: Remember when David built the treehouse and it fell with a great thud when I got into it—the entire neighborhood came running on hearing the sound and we laughed so hard that night.)

To: _____

What are some key moments?

To: _____

What are some key moments?

Life Review Task 3- Asking for Forgiveness:

In the space below, please write the names of the people who you may have hurt. **Use this opportunity to ask for their forgiveness for specific issues.**

(Example: Tom, I am so sorry I was not able to be there for your graduation; Carla, I wish I could recall some of the angry words I said during our arguments)

To: _____

What are some things that you want to be forgiven for?

To: _____

What are some things that you want to be forgiven for?

I want to ask for your forgiveness for hurting you. I am so sorry.

Life Review Task 4- Forgiving Others:

In the space below, please write the names of the people who have hurt you.

Use this opportunity to forgive them.

(Example: Tom, I forgive you for not being there for my graduation; Carla, I forgive you for what happened during mom's funeral)

To: _____

What do you wish to forgive?

To: _____

What do you wish to forgive?

I want you to know that I was ready to put the past behind us. I also very much wanted to work to rebuild our relationship.

Life Review Task 5 - Saying "Thank You":

In the space below, please write the names of the people in your life you wish to thank.
Use this opportunity to identify what they did for you and why you are thankful.

(Example: Tom, Thank you so much for taking me church every Sunday when I had to stop driving. Carla, thank you so much for being such a loyal friend.)

To: _____
For what do you wish to say thanks?

To: _____
For what do you wish to say thanks?

I want to thank you very much for everything you have done for me.

Life Review Task 6- Saying "I love you"

In the space below, please write the names of the people in your life you love.

(Example: Tom, I love you so much. You are the son I never had. Carla, I love you for being the best sister in the world.)

To: _____

Insert specific message here:

To: _____

Insert specific message here:

I want you to know that I love you very much.

Life Review Task 7: Saying "goodbye"

In the space below, please write the names of the people in your life you love with specific farewell messages.

(Example: Tom, take care of yourself. Carla, I will always watch over you.)

To: _____

Insert specific goodbye message here:

To: _____

Insert specific goodbye message here:

I am very grateful to you for your loving care and concern. Even if I do or did experience pain or distress at the end, I do not want you to feel any guilt, anger, or unhappiness over it, as nothing would make me sadder than to think that you are distressed over my situation.

Thank you so much for everything you have done for me. It has been a true honor, pleasure and a privilege to have you in my life.

I truly hope you find peace, love, and joy in the years to come.

I love you very much.

Yours,

Letter Project: <http://med.stanford.edu/letter.html>