

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Deceased's Name].
Please accept my heartfelt condolences during this incredibly difficult
time.

[Share a memory or express what the deceased meant to you or to the
recipient.]

[Offer your support and let them know you are there for them. You might
suggest ways you can help or offer a listening ear.]

Please know that you are in my thoughts, and I am praying for peace and
comfort for you and your family.

With deepest sympathy,

[Your Name]