[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Date] Bharat [Last Name] [Recipient's Address] [City, State, ZIP Code] Dear Bharat, I was deeply saddened to hear about your loss. Please accept my heartfelt condolences during this difficult time. [Personal memory or thought about the deceased] If there is anything I can do to support you, please do not hesitate to reach out. You are in my thoughts and prayers. With deepest sympathy, [Your Name]