

[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 heartbroken to hear about the passing of [Deceased's Name]. Please accept my deepest condolences for your loss.

[Insert a personal memory or quality about the deceased that you admired.]

During this difficult time, I hope you find comfort in the love and support of those around you. If there's anything you need or if you wish to talk, I am here for you.

With heartfelt sympathy,

[Your Name]