

[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 hope this letter finds you in moments of peace during this challenging time. I was deeply saddened to hear about the passing of [Name of the deceased]. Please know that my thoughts are with you and your family.

[Share a personal memory or anecdote about the deceased that highlights their character or impact on your life.]

I cannot imagine the depth of your sorrow, but I want you to know that you are not alone. I am here for you, whether you need someone to talk to, reminisce with, or simply sit in silence together.

Please reach out whenever you feel ready; I'll be keeping you and your family in my prayers.

With heartfelt sympathy,

[Your Name]
[Your Contact Information]