

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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. I am writing to express my heartfelt condolences on the passing of [Deceased's Name].

Please know that my thoughts are with you and your family during this difficult time. [Deceased's Name] was a remarkable person who touched many lives and will be deeply missed.

If there is anything you need or if there is a way I can support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Signature (if sending a hard copy)]

[Your Printed Name]