

[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 well, though I know this time must be incredibly difficult for you. I wanted to take a moment to express my heartfelt thoughts and sentiments as we face this challenging chapter.

[Insert a personal memory or sentiment about the recipient, your relationship, or shared experiences that highlight the connection you have.]

As we navigate these emotions together, please remember that you are not alone. [Include any offers of support or encouragement you wish to extend.]

The legacy of [Name of the individual, if applicable] will continue to live on in our hearts. [Share any thoughts or qualities of the individual that stand out.]

Take all the time you need, and lean on those around you. We are here for you.

With all my love and support,
[Your Name]