

[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 deeply saddened to hear of your loss. Please accept my heartfelt condolences during this difficult time.

I cannot imagine the pain you must be feeling. [Insert a personal memory or quality of the deceased that resonates with you, if appropriate].

Their [mention a positive trait or accomplishment] will always be remembered.

Please know that I am here for you. If you need someone to talk to, or if there's anything I can do to support you, please don't hesitate to reach out.

Wishing you peace and comfort in the days ahead.

With deepest sympathy,

[Your Name]