

**\*\*Template 1: Short and Sweet Sympathy Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I was heartbroken to hear about [mention specific situation, e.g., your loss, your recent struggles, etc.]. Please know that I am here for you during this difficult time.

If there is anything you need or if you'd like to talk, don't hesitate to reach out. You are not alone.

Thinking of you,

[Your Name]

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**\*\*Template 2: Longer Sympathy Letter with Support Offer\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I am so sorry to hear about [specific situation]. It truly breaks my heart to see you going through this. You have always been a source of strength for those around you, and now it's time for us to support you. Remember that it's okay to lean on your friends during tough times. If you need someone to talk to, or if you just want some company, I'm here for you. We can share a meal, watch a movie, or simply sit together in silence--whatever you need.

Take all the time you need to heal, and know that I'm just a phone call away.

With all my love,

[Your Name]

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**\*\*Template 3: Expressing Empathy and Offering Help\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I want to express my deepest sympathies regarding [mention the issue, e.g., your recent loss, tough situation, etc.]. I can't imagine how difficult this must be for you, and my heart aches for you.

Please remember that I'm here to support you in any way you need. Whether that's helping out with errands, a listening ear, or just spending time together, I'm only a moment away.

You are in my thoughts and prayers, and I hope you find comfort in the love around you.

Sincerely,

[Your Name]