

[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 message finds you well. I am writing to express my deepest condolences for your loss. The passing of [Deceased's Name] has left a profound impact on all who knew them, and I want you to know that my thoughts and prayers are with you and your family during this difficult time.

[Optional: Briefly share a memory or quality about the deceased that you cherished.]

Please do not hesitate to reach out if you need support or someone to talk to. I am here for you.

With heartfelt sympathy,

[Your Name]