

[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 heartbroken to hear about the passing of [Deceased's Name]. Please accept my deepest condolences for your loss.

[Share a memory or a kind thought about the deceased.]

In this difficult time, I want you to know that you are in my thoughts and prayers. If there is anything I can do to support you, please do not hesitate to reach out.

With heartfelt sympathy,

[Your Name]