

[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 note finds you well. I wanted to take a moment to express my heartfelt gratitude for your support during this difficult time following the passing of [Deceased's Name]. Your kindness and thoughtfulness have truly meant a lot to me and my family.

The memories we shared with [Deceased's Name] will always be cherished, and your presence during the memorial service brought great comfort to us. Thank you for your words of sympathy, prayers, and any contributions you made; they have helped us navigate this challenging period.

We are grateful to have such caring friends and family surrounding us as we honor [Deceased's Name]'s memory.

With warm regards,

[Your Name]