

[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 letter finds you surrounded by love and support during this challenging time. I want to express my deepest condolences for your loss. While no words can truly ease the pain you are experiencing, please know that you are not alone.

Our community stands with you, ready to offer support in any way we can. Whether it's a listening ear, help with daily tasks, or simply a friend to share memories with, we are here for you.

Please do not hesitate to reach out if there is anything specific you need or if you would like to talk. We are all mourning together and will honor [Name of the deceased] in our thoughts and memories.

With heartfelt sympathy,

[Your Name]

[Your Community or Organization, if applicable]