

[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 am deeply saddened to hear about the passing of [Deceased's Name].

Please accept my heartfelt condolences during this difficult time.

[Deceased's Name] was a remarkable person who touched the lives of many, and their memory will always be cherished.

I cannot begin to imagine the pain you must be feeling now, but please know that I am here for you. If you need someone to talk to or any support, do not hesitate to reach out.

Wishing you strength and comfort in the days ahead.

With deepest sympathy,

[Your Name]