

[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 during this difficult time.

[Deceased's Name] was a remarkable person who brought joy to everyone around them. I will always cherish the memories we shared, particularly [mention a specific memory or quality].

If there is anything I can do to support you, please don't hesitate to reach out. My thoughts are with you and your family as you navigate this profound loss.

With heartfelt sympathy,
[Your Name]