

[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 difficult time. I was heartbroken to hear about the passing of [Name of Deceased]. Please accept my deepest condolences for your loss.

[Name of Deceased] was a remarkable person who touched the lives of many. I will always remember [share a fond memory or quality of the deceased]. Their absence will be felt deeply by all who knew them.

Please know that you are in my thoughts, and I am here for you. If you need someone to talk to or any assistance during this time, do not hesitate to reach out.

With heartfelt sympathy,

[Your Name]