

[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 letter finds you in moments of peace during this difficult time. I wanted to take a moment to share some memories of [Deceased's Name] that have been on my mind.

I will always cherish the time we spent together at [specific event or moment], where [describe the memory and what made it special]. Those moments truly highlighted the warmth and kindness [he/she/they] brought into our lives.

[Optional paragraph: add another memory or detail about the deceased's personality or impact.]

As we remember [Deceased's Name], I hope we can find comfort in sharing our stories and holding on to the joy [he/she/they] gave us. Please know that you are in my thoughts, and I'm here for you.

With heartfelt condolences and love,

[Your Name]