

[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 was deeply saddened to hear about your loss. [Deceased's Name] was a remarkable person who touched the lives of many. Please accept my heartfelt condolences during this difficult time.

I hope you find comfort in the memories you shared and the love that surrounds you. If there is anything I can do to support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]