

[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 deeply saddened to hear of your loss. Please accept my heartfelt condolences during this difficult time.

[Personal memory or anecdote about the deceased, if applicable.]

I hope you find comfort in the love of family and friends and the memories you shared.

If you need anything or wish to talk, I am here for you.

With sympathy,

[Your Name]