

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Jyoti [Last Name]
[Recipient's Address]
[City, State, Zip Code]

Dear Jyoti,

I was heartbroken to hear about your loss. Please accept my deepest condolences for [mention the name of the deceased or the relationship, e.g., your mother, your friend]. During this difficult time, I want you to know that I am here for you and your family.

[Share a memory or special quality of the deceased]. It's clear they had a profound impact on the lives of those around them.

If you need someone to talk to or anything else, please don't hesitate to reach out. I am thinking of you and sending you strength and love.

With heartfelt sympathy,

[Your Name]