

[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 surrounded by love and support during this difficult time. I was deeply saddened to hear of [Deceased's Name]'s passing.

In the Book of Ecclesiastes, we are reminded that "To every thing there is a season, and a time to every purpose under the heaven." It is in this season of sorrow that we reflect on the cherished memories and the love [Deceased's Name] brought into our lives.

Please take comfort in knowing that [he/she/they] touched many hearts during [his/her/their] time with us, and [his/her/their] spirit will continue to shine in our memories.

As you gather together to honor [his/her/their] life, may you find peace and encouragement in the company of family and friends. If there's anything I can do to support you during this time, please don't hesitate to reach out.

With heartfelt sympathy and prayers,
[Your Name]