

[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 about your loss of [deceased's name].

Please accept my heartfelt condolences during this difficult time.

[Personal memory or connection to the deceased, if applicable.]

I can only imagine the pain you are feeling right now, and I want you to know that I am here for you. If you need someone to talk to or help with anything, please don't hesitate to reach out.

Take all the time you need to grieve and remember that you are in my thoughts.

With deepest sympathy,

[Your Name]