

[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 the passing of [Name of Deceased].
Please accept my heartfelt condolences during this incredibly difficult
time.

[Share a fond memory or quality of the deceased that you appreciated.]

I hope you find comfort in the love and support of those around you. Know
that my thoughts are with you, and I am here for you if you need
anything.

With deepest sympathy,

[Your Name]