

[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 [specific loss or situation]. Please accept my heartfelt condolences during this difficult time.

[Share a personal memory or a comforting thought related to the deceased or situation].

I hope that you find comfort in the love and support of those around you.

If there's anything I can do to assist you, please do not hesitate to reach out.

With deepest sympathy,

[Your Signature (if sending a handwritten letter)]

[Your Printed Name]