

[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 heartbroken to hear about your loss. Please accept my heartfelt condolences during this difficult time.

[Insert a personal memory or anecdote about the deceased, if applicable, to add warmth and connection.]

Know that you are in my thoughts, and I am here for you. If you need someone to talk to or if there's anything I can do to help, please don't hesitate to reach out.

Wishing you peace and comfort in the days ahead.

With deepest sympathy,

[Your Name]