

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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.

[Optional personal anecdote or memory related to the situation].

I can only imagine the pain you are going through, and I want you to know that 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.

My thoughts are with you and your family.

Sincerely,
[Your Name]