

[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 sincerest condolences during this difficult time. [Mention the deceased's name] was a remarkable person who touched the lives of so many.

I remember [share a fond memory or quality of the deceased that highlights their character]. Their kindness and warmth will always be remembered.

If you need anything or just someone to talk to, please don't hesitate to reach out. I am here for you.

With heartfelt sympathy,
[Your Name]