

[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 deepest condolences during this difficult time. [Personal sentiment or memory about the deceased].

If there's anything I can do to support you, whether it's helping with work or just being there to listen, please don't hesitate to reach out. Take all the time you need to grieve and heal. We're all here for you.

With sympathy,

[Your Name]
[Your Job Title]