

[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 the passing of [Name of Deceased].

Please accept my heartfelt condolences during this difficult time.

[Include a personal memory or thought about the deceased.]

I cannot imagine the pain you must be feeling right now, but please know that you are in my thoughts and prayers. If there is anything I can do to support you, please don't hesitate to let me know.

With deepest sympathy,

[Your Name]