

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I was heartbroken to hear about the loss of [Name of Deceased]. Please know that you are in my thoughts during this incredibly difficult time.

[Personalize with a fond memory or quality of the deceased].

If you need someone to talk to or if there's anything I can do to support you, please don't hesitate to reach out. I'm here for you.

With deepest sympathy,

[Your Name]