

[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 sincere condolences during this incredibly difficult time. [Deceased's Name] was a remarkable person who touched the lives of so many.

The memories of [his/her/their] kindness and warmth will forever remain in our hearts. I hope you can find comfort in the love and support of those around you.

If there's anything I can do to help you, please don't hesitate to reach out. My thoughts and prayers are with you and your family.

With deepest sympathy,

[Your Name]