

[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 the passing of your beloved mother. Please accept my deepest sympathies during this very difficult time. Your mother was a remarkable woman who touched the lives of so many with her kindness and warmth. I will always remember [a specific memory or quality about the mother].

I hope you find comfort in the love and support of those around you. Please know that I am here for you, whether you need someone to talk to or just a shoulder to lean on.

Take all the time you need to grieve, and remember that it is okay to feel whatever you feel.

With heartfelt condolences,  
[Your Name]