

[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 [Name of deceased]. Please accept my deepest condolences during this difficult time. [He/She/They] was a remarkable person who touched the lives of many, and [his/her/their] memory will live on in our hearts.

I cannot imagine the pain you must be feeling right now. Please know that you are not alone; I am here for you. If you need someone to talk to or a shoulder to lean on, I am just a phone call away.

Remember to take the time you need to grieve and to cherish the wonderful memories you shared with [Name of deceased]. I will always be here for you.

With heartfelt sympathy,  
[Your Name]