

[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 sudden passing of [Deceased's Name]. Please accept my deepest condolences during this incredibly difficult time.

[Deceased's Name] touched the lives of so many with [his/her/their] kindness and compassion. I will always remember [specific memory or quality of the deceased that stands out].

If there is anything you need or any way I can support you, please don't hesitate to reach out.

With heartfelt sympathy,

[Your Name]