

[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 saddened to hear of your loss. Please accept my heartfelt
condolences during this difficult time.

[You may include a personal memory or sentiment about the deceased here.]

If there is anything that you need or if you would like to talk, please
do not hesitate to reach out. I am here for you.

Thinking of you and your family.

Sincerely,

[Your Name]