

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I was heartbroken to hear about your loss. Please accept my deepest condolences during this incredibly difficult time.

[Personal Anecdote or Memory of the Deceased]

In moments like these, words often feel insufficient. Please know that I am here for you--not just in thoughts, but in action. Whether you need someone to talk to, a shoulder to lean on, or help with everyday tasks, do not hesitate to reach out.

[Offer Specific Help or Support]

Remember, you are not alone. The love and memories you shared will always remain, and I am honored to stand by you as you navigate this journey of grief.

With heartfelt sympathy,

[Your Name]