

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to reach out to you during this difficult time and to offer my support.

[Briefly describe the situation and the reasons for the letter. Express empathy and understanding for the recipient's circumstances.]

I would like to offer assistance in any way that I can. [Mention specific ways you can help or resources available.]

Please know that you are not alone, and there are people who care about you and want to help.

If you would like to talk or need anything, feel free to reach out to me.

Take care,

[Your Name]