

[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 deeply saddened to hear about your loss. During this difficult time, please know that you are not alone. I cannot imagine the pain you are going through, but I want to extend my heartfelt condolences to you and your family.

[Share a memory or kind words about the deceased, if appropriate.]

If you need someone to talk to or if there is anything I can do to support you, please do not hesitate to reach out. Remember, it's okay to grieve and take time for yourself.

Wishing you peace and comfort in the days ahead.

With deepest sympathy,

[Your Name]