

[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 hope this letter finds you in good spirits during this difficult time. It is with deep sorrow that I write to express my heartfelt condolences for the loss of [Name of the Deceased].

[Name] was an extraordinary person who touched the lives of many through [his/her/their] kindness and generosity. [He/She/They] had a special way of making everyone feel valued and loved. I will always cherish the memories we shared, particularly [mention a specific memory or quality of the deceased].

As we gather to remember and celebrate [his/her/their] life, I want to extend my support to you and your family. If there's anything you need or any way I can help, please don't hesitate to reach out.

You are in my thoughts and prayers during this time of mourning.

With deepest sympathy,

[Your Name]
[Your Contact Information]