

[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 of the passing of [Deceased's Name]. Please accept my heartfelt condolences during this difficult time.

[Personal memory or expression of sympathy related to the deceased].

If there is anything I can do to support you, please do not hesitate to reach out. I am here for you.

With deepest sympathy,

[Your Name]