

[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 heartbroken to hear about the passing of [Deceased's Name]. Please accept my deepest condolences during this difficult time.

[Personal memory or sentiment about the deceased].

I hope you find comfort in the love and support of those around you. If you need anything or someone to talk to, please don't hesitate to reach out.

With heartfelt sympathy,

[Your Name]