

[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 your loss. Please accept my deepest condolences during this difficult time.

[Insert a personal memory or sentiment about the deceased, if appropriate.]

Know that you are in my thoughts and prayers. If there's anything I can do to support you, please don't hesitate to reach out.

With heartfelt sympathy,

[Your Name]