

[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 am deeply saddened to hear about the passing of [Deceased's Name].

Please accept my heartfelt condolences during this difficult time.

[Share a memory or a kind word about the deceased.]

I cannot imagine the sorrow you must be feeling right now. Please know that you are in my thoughts, and I am here for you if you need anything.

Sending love and strength to you and your family.

Sincerely,

[Your Name]