

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Zhou,

I was heartbroken to hear about your loss. Please accept my deepest condolences during this difficult time.

[Share a personal memory or express your feelings.]

Know that I am here for you, and you are in my thoughts and prayers. If you need anything or just someone to talk to, please do not hesitate to reach out.

With heartfelt sympathy,

[Your Name]