

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

[Optional: Share a memory or a personal thought about the deceased].
May the love and support of those around you bring you comfort in the
days ahead. You are in my thoughts and prayers.

With deepest sympathy,
[Your Name]