

[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.

[Share a personal memory or quality of the deceased that you admired.]

I cannot imagine the pain you must be feeling, but I want you to know that you are in my thoughts. If there is anything you need or any way I can assist you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]