

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

[Optional: Share a personal memory or quality of the deceased that you cherish.]

I hope you find comfort in the love and support of those around you. If there's anything I can do to help, please don't hesitate to reach out.

With deepest sympathy,

[Your Name]