

[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 challenging time.

[Deceased's Name] was a remarkable person who touched the lives of so many. I will always remember [insert a personal memory or quality about the deceased].

Please know that you are in my thoughts and prayers. If there is anything I can do to support you, do not hesitate to reach out.

With deepest sympathy,

[Your Name]