

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear Zhang,

I was deeply saddened to hear about your loss. Please accept my sincerest condolences during this difficult time.

[Insert a personal memory or message about the deceased, if applicable.]

I want you to know that you are in my thoughts, and I am here for you. If you need someone to talk to or anything else, please don't hesitate to reach out.

Take care of yourself.

With heartfelt sympathy,

[Your Name]