

Letter of Condolence

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am deeply saddened to hear about the passing of your [Relationship to the Deceased, e.g., mother, father, spouse, etc.], [Deceased's Name]. Please accept my heartfelt condolences during this difficult and painful time.

[Deceased's Name] was a [mention positive qualities or memories of the deceased] and touched the lives of so many. Their [mention the deceased's positive attributes, accomplishments, or impact] will always be remembered and cherished by those who had the privilege of knowing them.

I understand that no words can fully alleviate the pain and grief you are experiencing right now. Please know that you are in my thoughts and prayers, and I am here to offer support in any way that I can. Whether you need someone to talk to, assistance with arrangements, or help with anything else, please do not hesitate to reach out.

Once again, I extend my deepest condolences to you and your family. May you find strength in the love and memories you shared with [Deceased's Name], and may their legacy continue to shine brightly in your hearts.

Please take care, and if there is anything I can do to help, please do not hesitate to let me know.

With sympathy and warm regards,

[Your Name]