

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the loss of [mention the specific person, e.g., your mother, your father]. Please accept my heartfelt sympathies during this difficult time. Losing someone we love is one of the hardest experiences we face, and I can only imagine the pain you must be feeling.

Please know that my thoughts are with you, and I am here to support you in any way you may need. If you wish to talk or if you need assistance with anything, please don't hesitate to reach out.

Take all the time you need to grieve and heal. Your well-being is what matters most right now.

With deepest sympathy,

[Your Name]