

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Name of the deceased]. Please accept my heartfelt condolences during this difficult time. [He/She/They] was truly a remarkable person and made a significant impact on all who knew [him/her/them].

At [Your Company], we value our relationship with you and are here to support you in any way you need. If there's anything we can do to assist you during this challenging period, please do not hesitate to reach out.

Wishing you peace and comfort in the days ahead.

Sincerely,
[Your Name]