

Dear [Recipient's Name],

I hope this message finds you surrounded by love and support during this challenging time. I was deeply saddened to hear about [specific situation]. Please know that my thoughts are with you and your family.

Though words may seem inadequate, I want you to remember that you are not alone. It's completely okay to feel [acknowledge emotions, e.g., sadness or grief]. Allow yourself the time and space to heal.

If there is anything I can do to assist you, whether it's lending an ear or helping with [specific offer of help], please don't hesitate to reach out. You have my full support.

Take care of yourself and know that brighter days are ahead.

With heartfelt sympathy,

[Your Name]