

Dear [Recipient's Name],

I was heartbroken to hear about the sudden passing of [Deceased's Name]. Please accept my sincerest condolences during this incredibly difficult time. [He/She/They] touched the lives of so many and will be deeply missed.

Remember that you are not alone; I am here for you and your family. If there is anything you need or if you would like to talk, please do not hesitate to reach out me.

With heartfelt sympathy,

[Your Name]