

Condolence Letter

Date: [Insert Date]

Dear [Recipient's Name],

I was heartbroken to hear about the sudden passing of [Deceased's Name]. Please accept my deepest condolences during this incredibly difficult time.

[Deceased's Name] was a remarkable person, and their absence will be profoundly felt by all who knew them. I will always remember [specific memory or quality of the deceased].

During this time of sorrow, please know that you are in my thoughts and prayers. If there is anything I can do to support you, please don't hesitate to reach out.

With heartfelt sympathy,

[Your Name]