

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I was deeply saddened to hear about the loss of [Name of the Deceased]. Please accept my heartfelt condolences during this difficult time.

[Name of the Deceased] was not only a valued member of your team but also a remarkable individual who will be greatly missed by all who knew them.

If there is anything I can do to support you in the days ahead, please do not hesitate to reach out.

My thoughts are with you and your team.

Sincerely,

[Your Name]

[Your Position]

[Your Company]