

[Your Company Letterhead]

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are deeply saddened to hear about the passing of [Deceased's Name]. Please accept our heartfelt condolences during this difficult time. [He/She/They] was an integral part of [Client's Company Name], and the loss is felt by all who had the privilege of knowing [him/her/them].

At [Your Company Name], we value the relationship we've built with you, and we want you to know that we are here to support you in any way possible. Please do not hesitate to reach out if there is anything you need.

Our thoughts are with you and your family. May the memories of [Deceased's Name] bring you solace and comfort.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]