

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We were deeply saddened to hear about the loss of [Name of Deceased]. Please accept our heartfelt condolences during this difficult time. [He/She/They] was a valued [stakeholder, partner, etc.] and [his/her/their] contributions will be greatly missed.

Our thoughts are with you and your family as you navigate through this period of grief. If there is anything we can do to support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]