

# Condolence Letter

Date: [Insert Date]

Dear [Recipient's Name],

It is with profound sadness that we learned of the passing of [Deceased's Name]. On behalf of the board and the entire team, I wish to extend our heartfelt condolences to you and your family during this incredibly difficult time.

[Deceased's Name] was not only a valued member of our board but also a passionate advocate for our mission. Their vision and commitment made a lasting impact on our organization, and their absence will be deeply felt.

As we remember [Deceased's Name] and the contributions they made, please know that our thoughts and prayers are with you. We are here to support you in any way you need.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Organization]