

Date: [Insert Date]

Dear [Recipient's Name],

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

As I reflect on the moments shared with [him/her/them], I am filled with warmth and gratitude. I will always cherish the time when [insert a fond memory or anecdote]. It was a true testament to [his/her/their] kind spirit and incredible ability to bring joy to those around [him/her/them].

[Deceased's Name] had a remarkable way of [mention another positive trait or memory]. I feel so fortunate to have known [him/her/them], and I am grateful for the memories that will forever hold a special place in my heart.

Please know that my thoughts are with you and your family. If there's anything you need or if you'd like to talk, I'm here for you.

With heartfelt sympathy,

[Your Name]