

Dear [Recipient's Name],

I was heartbroken to hear about the passing of [Name of deceased]. It feels like just yesterday when we were [recall a shared experience or memory]. The laughter we shared during that unforgettable moment is something I will always cherish.

[Name of deceased] had a way of brightening every room they entered, and I remember how they [mention another shared memory or characteristic]. Their kindness and spirit will always be a part of our lives.

Please know that my thoughts are with you during this difficult time. I am here for you and would love to reminisce about the beautiful moments we shared.

With my deepest sympathy,

[Your Name]