

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of your [relation, e.g., mother, friend]. Please accept my heartfelt condolences during this difficult time. Your [relation] was a remarkable person who touched the lives of many, and their memory will always be cherished.

Please know that you are in my thoughts and prayers. If there's anything you need or any way I can support you, do not hesitate to reach out.

With deepest sympathy,  
[Your Name]