

Date: [Insert Date]

Dear [Recipient's Name],

I was heartbroken to hear about the passing of your beloved [relation, e.g., mother, father, sister]. Please accept my deepest condolences for your loss. [He/She/They] was a remarkable person who touched the lives of many.

During this difficult time, may you find comfort in your cherished memories and the love of those around you. Remember that you are not alone; I am here for you and willing to lend support in any way you may need.

Please take all the time you need to grieve and heal. My thoughts and prayers are with you and your family.

With heartfelt sympathy,

[Your Name]

[Your Contact Information]