

Dear [Recipient's Name],

I was heartbroken to hear about the passing of [Mentor's Name]. They were not just a mentor but a guiding light in my life. Their wisdom, kindness, and unwavering support shaped me in ways I cannot fully express.

I will always cherish the memories of our time together, the lessons learned, and the encouragement received. [Mentor's Name] had a unique way of making everyone feel valued and inspired. I am grateful for the chance to have known them.

Please know that my thoughts are with you and your family during this difficult time. If there's anything you need or any way I can support you, do not hesitate to reach out.

With heartfelt sympathy,

[Your Name]

[Your Contact Information]