

Date: _____

Dear [Recipient's Name],

I was deeply saddened to hear about your recent loss. Please accept my heartfelt condolences during this incredibly difficult time. Losing someone we care about is never easy, and my thoughts are with you and your family.

As your business partner, I want you to know that I am here to support you in any way that you may need. If there's anything I can assist you with in your professional obligations or any other matters, please don't hesitate to reach out.

Take all the time you need to grieve and heal. Your well-being is of utmost importance, and we will manage everything on our end to ensure that you can focus on what truly matters right now.

Once again, I offer my sincerest sympathies to you and your family. You are in my thoughts.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]