

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt sympathy for the recent [event/situation, e.g., loss, challenge, etc.] that has affected you and your team. Please know that my thoughts are with you during this difficult time.

In light of this, I would like to offer my assistance. If there is anything [Your Company] can do to support you or your organization, please do not hesitate to reach out. We are here to help you navigate through this situation.

Once again, my sincerest condolences. I look forward to hearing from you soon.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]