

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

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

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Name of Deceased], and I want to express my heartfelt condolences to you and your family during this difficult time. [He/She/They] was a remarkable person who made a significant impact on those around [him/her/them], and [his/her/their] legacy will surely live on.

Please know that my thoughts are with you as you navigate through this sorrowful period. If there is anything I can do to support you or your team, please do not hesitate to reach out.

[Your Name]  
[Your Position] (if applicable)  
[Your Company] (if applicable)