

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

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

Dear [Managing Director's Name],

I was deeply saddened to learn of the passing of your beloved [relation, e.g., father, mother, etc.]. Please accept my heartfelt condolences during this difficult time.

Loss is never easy, and I can only imagine the heartache you and your family are experiencing. [Relation's Name] was truly a remarkable person who touched the lives of many. I hope you find comfort in the loving memories you shared together.

If there is anything I can do to support you during this time, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]