

[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 your recent loss. Please accept my heartfelt sympathy during this difficult time. Losing someone we love is one of the hardest experiences we can face, and my thoughts are with you and your family.

As a respected leader and a dedicated managing director, I have always admired your strength and resilience. During this period of sorrow, please remember to take the time you need to grieve and heal.

If there is anything I can do to support you, whether it be at work or personally, please do not hesitate to reach out. You are not alone in this journey.

Wishing you comfort and peace in the days ahead.

With deepest sympathy,

[Your Name]