

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the tragic loss your family has endured. There are no words that can truly capture the sorrow of such a loss, but please know that my thoughts and prayers are with you and your loved ones during this incredibly difficult time.

If there is anything I can do to support you or your family, please do not hesitate to reach out. The entire team at [Your Company] stands with you, ready to assist in any way possible.

Once again, I express my heartfelt condolences. Take all the time you need to grieve and heal.

Sincerely,

[Your Name]

[Your Position]