

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

On behalf of [Organization's Name], we extend our heartfelt condolences to you and your family during this difficult time. We were deeply saddened to hear of your loss and want you to know that our thoughts are with you.

You are not alone in this journey, and we are here to offer our support in any way we can. Please do not hesitate to reach out to us if you need assistance, whether it be through resources or a listening ear.

Take all the time you need to grieve and remember that your well-being is important to us.

With deepest sympathy,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]