

Organization Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient's Name],

We are deeply saddened to learn of the passing of [Deceased's Name]. Please accept our heartfelt condolences during this difficult time.

[Deceased's Name] was an invaluable member of our community and will be greatly missed by all who knew them. Their kindness, generosity, and dedication to [specific contributions or activities] have left a lasting impact on our organization and the lives they touched.

In this time of sorrow, we wish to extend our support and love to you and your family. Should you need any assistance or someone to talk to, we are here for you.

Our thoughts and prayers are with you. May [Deceased's Name]'s memory live on in our hearts.

With deepest sympathy,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]