

Dear [Recipient's Name],

We at [Charity Name] would like to extend our deepest condolences to you and your family during this incredibly difficult time. We were heartbroken to hear of the passing of [Name of Deceased].

[Name of Deceased] touched the lives of so many in our community, and their compassion and kindness will always be remembered. We share in your grief and want to offer our support to you and your family as you navigate through this profound loss.

Please know that you are not alone. Our team is here for any assistance you may need, whether it's a listening ear or help with practical matters. We invite you to reach out to us whenever you feel ready.

In honor of [Name of Deceased], we plan to hold a [memorial event/special initiative] to celebrate their life and spirit. We hope this can serve as a source of comfort and remembrance.

With heartfelt sympathy,

[Your Name]
[Your Position]
[Charity Name]
[Contact Information]