

# Letter of Sympathy

Date: [Insert Date]

Dear [Recipient's Name],

I was heartbroken to hear about the passing of [Deceased's Name]. Please accept my heartfelt condolences during this incredibly difficult time.

[Deceased's Name] was a wonderful person who touched the lives of many. I will always remember [his/her/their] [brief personal anecdote or tribute]. [He/She/They] had an incredible spirit that brought joy to those around [him/her/them].

During this time of sorrow, please know that my thoughts and prayers are with you and your family. If there is anything I can do to offer support, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Address]

[Your Contact Information]