

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the recent tragedy that has impacted you and your family. Please accept our heartfelt condolences during this difficult time.

In times like these, it is important for us to come together as partners and offer support. We want you to know that we are here for you and are willing to assist in any way possible.

Our thoughts are with you and your loved ones as you navigate through this challenging period. Please feel free to reach out if you need anything.

With deepest sympathy,

[Your Name]

[Your Position]

[Your Company Name]