

[Your Name]

[Your Address] [City, State, Zip Code] [Email Address] [Date]

[Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I was heartbroken to hear about the passing of your beloved [Father/Mother], [Parent's Name]. Please accept my deepest condolences during this difficult time.

[He/She] was a remarkable person who touched the lives of many. I will always remember [his/her] [mention a specific memory or quality]. I hope you find comfort in the love and support of those around you.

Should you need anything or just someone to talk to, please do not hesitate to reach out. I am here for you.

With heartfelt sympathy,

[Your Name]