Sympathy and Condolence Letter

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[Your Name] [Your Address]

[City, State, Zip Code] [Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I was deeply saddened to hear about the passing of [Deceased's Name], and I wanted to extend my heartfelt sympathy and condolences to you and your family. I cannot begin to imagine the pain and sorrow you must be experiencing, and I want you to know that my thoughts are with you during this difficult time.

I had the privilege of knowing [Deceased's Name] through our shared [connection, e.g. workplace, church, neighborhood, etc.), and I always admired [his/her] kind and gentle nature. [He/She] had a unique ability to light up any room with [his/her] presence, and [his/her] infectious laughter will be dearly missed. I will always cherish the memories of the time we spent together, and I am grateful for the positive impact [he/she] had on my life.

During this period of mourning. I hope you find comfort in the love and support of family and friends. Please remember that I am here for you, whether you need someone to talk to, a shoulder to cry on, or assistance with anything else. Do not hesitate to reach out if there is anything I can do to help.

May the cherished memories of [Deceased's Name] provide you with strength and solace in the days and weeks to come. I believe that [his/her] spirit will live on in the hearts of all who knew [him/her] and that [his/her] legacy will be a source of inspiration for us all.

Once again, please accept my deepest sympathies for your loss. You and your family will remain in my thoughts and prayers.

Sincerely,

[Your Name]