**Dear [Recipient],**

I was heartbroken to learn of the death of **[deceased's name].** Please accept my deepest sympathies during this terrible time.

I will never forget **[deceased's name]** for his/her **[insert pleasant memory here].** He/she was unique and will be deeply missed.

**[Dead's name]** possessed many wonderful attributes, such as **[insert one or two qualities or features that distinguished the deceased].** Everyone who knew him/her was inspired by him/her.

Please let me know if there is anything I can do to assist you. I am available to help you in any way I can, whether making dinner, looking after the kids, or anything else.

Please accept my heartfelt sympathies once more, and know that **[deceased's name]** will always be remembered in my thoughts.

**Sincerely,**

**[Your Name]**