Letter of condolence

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of the person or family you are writing to

Recipient's address

Place

Date

Subject: condolences on the death of the person named below

Dear Sir or Madam,

I was deeply saddened to learn of the death of the person named below. I would like to offer you and your whole family my sincere condolences and my heartfelt sympathy.

The person who has died

Full name of the person who has died

Your relationship to them

Tone of the letter

- [ ] Formal: a letter to a family, an employer or a company
- [ ] Personal: warmer words, written to a close friend or relative

A memory or quality you would like to mention

Your support

- [ ] I am available to listen or to call whenever you wish
- [ ] I can help in practical ways
- [ ] I will be at the funeral or the vigil, if you would like me to be

A personal note

I am thinking of you very much at this difficult time. Please do not feel you have to reply to this letter.

With my deepest sympathy.

Signature

Name in full