

## **Divorce/Separation Sympathy Letter**

**This package contains:**

1. Instructions & Checklist for a Divorce/Separation Sympathy Letter
2. Divorce/Separation Sympathy Letter

## Instructions & Checklist for Divorce/Separation Sympathy Letter

- This package contains (1) Instructions & Checklist for Divorce/Separation Sympathy Letter; and (2) Divorce/Separation Sympathy Letter;
- This form is designed to assist you in drafting a letter to express sympathy upon hearing of someone's divorce or separation.
- Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I recently learned that you and [Name of Former Spouse] decided to [divorce/separate].

[Divorce/Separation] is never an easy transition, and I would like to take this opportunity to offer my support during this difficult time. If there is anything I can do to help you, please do not hesitate to contact me.

In the meantime, please know that you are in my thoughts. I hope you will find the peace and comfort you need and deserve.

Again, I am very sorry to hear of your [divorce/separation].

Sincerely,

[Your Name]