

John Doe
200 Main Street
Anytown, USA 00000

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line
City, State Zip Code

RE: Thank you to colleague during illness and passing of mother

Dear Name:

Please accept my most heart-felt appreciation for your care and concern during the illness and passing of my mother. Your kindness and support will never be forgotten.

Sincerely,