

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Condolence – Death of a Loved One – From a Friend

Dear :

American author, Willa Cather said, “I shall not die of a cold. I shall die of having lived.” When I read this quote, I immediately thought of {name}. I have always been inspired by {name}'s love of life and dedication to live each day to the fullest. My heart grieves with you during this time of sorrow. The death of a loved one is never easy and the road that you have been forced to turn will be one that is dotted with hills and valleys. However, I assure you that this road will eventually become straight and the horizon will come into view. I want to let you know that I am at your convenience during this time. I beseech you to turn to me when you are in need of a shoulder to cry upon, a pair of arms to fall into, or an ear to simply share the memories of {name}.

As your friend, I am here for you. You are never an inconvenience. Once again, I am sorry for not only your loss, but world's loss of {name}.

Yours always,

N A M E