

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: Thank You for Your Condolences

Dear :

I wanted to thank you for your kind words and actions during this time of bereavement. Death is never an easy, nor simple part of life to accept. However, your help has been much appreciated and helpful during this period of loss. Once again, thank you.

Sincerely,

N A M E