

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

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

Name
Address Line
City, State Zip Code

Re: Death of Pet

Dear Name:

I offer my sympathy on the death of your beloved Persian cat, Ms. Kitty. I know how much you cherished her company as a member of your family. She will be greatly missed by all.

Sincerely,