

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

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

Re: Condolence – Death of Friend/Colleague – to the Family

Dear :

I send my condolences to you in this time of sorrow. I feel blessed/lucky/privileged to have been able to know {name} and become his/her friend. I wanted to tell you that {name} was a great person with a very kind spirit. Her/His presence is truly missed.

Once again, I would like to say that I am sorry for your loss.

Sincerely,

N A M E