

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

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

Re: Condolence – Death of Employee – To Competitor

Dear :

We at {name of company} are very sorry to hear about the passing of {name}. As professionals in the field of {occupation/career}, I learned much from {name}. I had much respect for {name}. He/She was an excellent {position}. My condolences go out to all who are affected by the loss of {name}.

Sincerely,

N A M E