

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		
Company		
Address Line		
City, State Zip Code		

Re: Condolence – Friend/Colleague in Hospital

Dear :

I am very sorry to hear about {name} admittance to {hospital}. However, I am sure that the wonderful team at {hospital} is taking wonderful care of {name}. I realize that this is a very stressing time for you and your family. I want to make myself available to you to assist you in anyway possible. I will contact you shortly to assist you in this demanding moment. Until then, I am always in prayer that {name} has a speedy recovery.

Sincerely,

N A M E