

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 – Death of a Loved One – From a Colleague

Dear :

I am very sorry to hear your recent loss. Death is never easy to accept, nor should it be easily forgotten. {Name} left a wonderful mark on this world and will never be forgotten. My heart goes out toward you in this time of sorrow. I wanted to let you know that I am here to help you during this time.

Once again, I want to send my condolence to you and your family.

Sincerely,

N A M E