To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter for a Deceased Business Partner**

Dear Mr./Mrs. [name of the Recipient],

I and my company, [name of the Sender’s Company] would like to express our deep condolences and sympathies to you on the demise of your long time business partner, Mr./Mrs. [name of the Deceased Business Person]. I was quite shocked to hear the news of his/her sudden death.

We have been in business with your organization for many years and have always appreciated Mr./Mrs. [name of the Deceased Business Partner]’s expertise, experience and skills. I think you would also agree to the fact that he/she was an integral part of the success of your business. Especially, we will never forget how he/she helped us and provided us a chance to do business at the time we just commenced our business.

May his/her soul rest in peace, Amen! He/ She will always be remembered in our prayers. If we could provide any help at this moment, feel free to contact us any time. Thanks!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]