To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter to Client**

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

We are deeply saddened to hear the news of untimely and unfortunate death of your [mention the relation with Recipient], Mr./ Mrs. [name of the deceased person]. All of our company’s employees are very sad to hear that bad news and all of us pray for the strength and peace of mind for you and your family members. We pray to God that He gives you courage to bear this great loss and recover from it as soon as possible.

In any case we could be of help to you, feel free to contact us any time. May the soul of the departed rest in peace.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]