To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Sample Condolence Letter**

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

I was very shocked to hear of the death of Mr./Mrs. [name of the deceased person]. Please accept my sincerest sympathy on this terrible loss. I will always remember Mr./Mrs. [name of the deceased person] for his/her amazing personality and wonderful sense of humor. I remember he/she always refer to himself as ‘the old codger’ or ‘the thin man’ and would jokingly play up the part.

Mr./Mrs. [name of the deceased person], I sincerely admire how competent you were in providing excellent care for Mr./Mrs. [name of the deceased person] as his/her health declined. I was impressed by your devotion and dedication towards him/her throughout his/her period of illness.

Please accept my fond respect to you and your family and please let me know if I could be of any help to you and your family. May his/her soul rest in peace. Amen!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]