To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Short Condolence Letter Sample**

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

On behalf of [Company Name], I would like to express my deepest condolences on the loss of your [mention the relation of the Deceased person with the Recipient]. Many of us here knew him/her personally, and his/her[mention some qualities and traits of the deceased person] was well-loved among all of our staff. He/ Shewill always be remembered and missed.

Again, we extend our deepest sympathies to you and your family during this period of mourning. May his/her soul rest in peace. Amen!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]