To,

[Name of the recipient] \_\_\_\_\_\_\_\_\_\_

[Street address of the recipient] \_\_\_\_\_\_\_\_\_\_

[City, state and post code of the recipient] \_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [dd/mm/yy]

Dear \_\_\_\_\_\_\_\_\_\_\_\_ [first name of the recipient],

I am very saddened by the tragic death of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the deceased] on \_\_\_\_\_\_\_\_\_\_\_\_\_ [date of passing away]. He was not only your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [relationship of the deceased with the recipient] but also mine \_\_\_\_\_\_\_\_\_\_\_\_\_ [relationship of the deceased with the sender].

I had a very close bonding with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the deceased]. He was one of those rare individuals with whom I could share my happiness as well as my reason for sadness. My relationship with him was like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [mention in details the kind of rapport the sender shared with the deceased.

We all will miss him a lot. Life is incomplete without him. May his soul rest in peace.

Yours sincerely,

[Name of the sender] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_