

Business Letter of Condolence

The demise of any member of the family is a traumatic experience. At this moment, in all the societies and cultures of the world, the near and dear once gather around the bereaved family. It is of immense consolation to the family members, who have lost someone. It helps them to overcome their grief. Even a firm can send a condolence letter to its employee with the intention to sympathize.

Date 25th April, 2012

Name/Title Mary Roe
Address 795 E Diagram
City, State, Zip Code Tucson, AZ, 85705

Dear Mary,

I am very sorry to hear of the recent passing of your Grandmother. I hope that you will accept my most sincere sympathy and condolence. I truly hope that your memories of the happier moments will help ease your pain.

If there is anything I can do for you at this difficult time, please let me know. **Sincerely,**
[Signature]