**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am deeply saddened to hear about Jonathan’s passing. He and I have been in the company for more than 20 years as business partners and we became close to each other like brothers.

Jonathan and I were very close to each other. Together, we shared a shared most of our difficulties and trials especially for establishing our business. I wish that I could do something to undo what happened and bring back my friend. I can say that the world is a lesser place without Jonathan in it. However, we have to be strong. We should set in our minds that he is in a place where there is happiness and joy.

Please accept my deepest sympathy for your loss. If I can be of any help, please give me a call. My thoughts are will you always especially in this difficult time.

Sincerely yours,

**[Write Complete Name Here]**

[Contact]