**Sample Condolence Letter**

Sender’s Place; Date:

Dear Mrs.

Although we have never met, your son and I became close friends in the army camp and have corresponded regularly over the past seven years. I was dismayed to hear of his passing and am writing to extend my deepest sympathies to you and your family.

 was always full of energy and optimism. During training, helped me overcome my fear of climbing and rappelling. When the exercises became too tough, it was who always encouraged the squad to “soldier on”. You must be very proud of him. It was not a surprise that he was promoted to the rank of a Major General before he became a martyr.

 once told me it was you who taught him that the best part of life is building good memories. I hope that the memories you built will help you to “soldier on” through this difficult time.

His selfless services for the army deserve salutation and honour.

With warmest regards,

Signature