**Formal Condolence Letter Example**

Dear Mr. Taylor,

I was sorry to hear about the loss of your brother. It’s so difficult to lose a family member. While I never met Levi, I do know the two of you were very close. I do not doubt that his death is very hard for you and the rest of your family.

I just wanted you to know that you’re in my thoughts. I’m sure you have a lot on your plate right now. I’ll reach out in a few weeks to see if there’s anything I can help you with. In the meantime, I’ll be keeping you in my heart.

Sincerely,

Melissa Martin