**Informal Condolence Letter Example**

Dear Mike,

I was sorry to hear about your father passing away. I know he had been sick for a while, but our whole family was hoping he’d pull through. I lost my father last year, but I know that doesn’t mean I know what you’re going through.

Every relationship is different, and every loss we suffer is unique to us. Still, I hope you know that I’m always here to listen if you want to talk. And if you’re not up for talking that’s okay too. I’ll bring over a six-pack and we can watch the hockey game together.

I only met your dad a few times, but I know he was so proud of you. He was so excited about your recent promotion. He couldn’t stop talking about you and everything you have achieved when I talked with him at your Labor Day barbecue.

Again, I’m so sorry for your loss.

Greg