**Sample Condolence Letter from an Organization**

Dear Mrs. Swanson,

I’m writing on behalf of the team at Sheffield Industries to express our condolences for the loss of your husband. Tyrone was more than just a valued member of our team. He was the heart and soul of this office. Whenever anyone needed something, whether it was help with work or to talk through something personal, he was always there.

In the spirit of Tyrone, we want to assure you that we’ll always consider you and your children part of the Sheffield family. Whatever you need, we will help in any way we can. It’s the very least we can do.

Our condolences for this tragic loss.

Tim Sheffield

CEO