From,

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ **(Date on Which Letter is Written)**

To,

\_\_\_\_\_\_\_\_\_\_

Subject: Sample letter of sympathy

Dear \_\_\_\_ **(name of the receiver)**

I have no words to tell how deeply sorry I am after listening that \_\_\_\_ **(name of the deceased)** has passed \_\_\_\_ **(date of death)**. I am in shock to here this news.

I remember all those memories when we used to spend time along with \_\_\_\_ **(name of the** **deceased)**. I would like to mention that my love and care is always with you.

In any situation you can contact me for any kind of help and please do not hesitate to do so.

 Thanking You,  
Yours Truly  
Name and Signature