

Condolence Letter for a Friend's Loss

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Subject: Deepest Condolences for Your Loss

Dear [Friend's Name],

I am truly sorry to hear about the passing of your [relationship of the deceased, e.g., parent, sibling, etc.], [Deceased's Name]. Please accept my heartfelt condolences during this profoundly difficult time.

[Deceased's Name] was a remarkable person, and their presence will be deeply missed. I am grateful to have known [him/her] and to have shared moments of joy and laughter together. The impact [Deceased's Name] had on our lives is immeasurable, and I join you in mourning the loss of such a wonderful soul.

During this challenging period of grief, I want you to know that you are not alone. Your friends and family are here to support you, lend a listening ear, and offer a shoulder to lean on. Please take the time you need to grieve, and remember that it's okay not to be okay.

If there's anything I can do to assist or provide comfort, please do not hesitate to reach out. Whether it's running errands, sharing memories, or simply being present, I am here for you.

May the cherished memories of [Deceased's Name] bring you solace during this time of sorrow. You are in my thoughts, and I am sending you strength, love, and deepest condolences.

With heartfelt sympathy,

[Your Full Name]
[Your Signature - if sending a hard copy]