

Dear \_\_\_\_,

We're so sorry to hear about your tragic loss. Know that our prayers are with you in this difficult time.

This is surely a very challenging time for you, thus we are providing support as per the company policy. If business-related work or travel are involved, you can contact our coordinator for rescheduling.

We hope the memories of your loved one comfort you, and help you to overcome this grave loss. Our hearts go out to you. If there is any other help you need, please don't hesitate to contact us, we are there for you.

Warm Regards,

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