

## Condolence Letter to Friend - Template

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

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

Subject: Heartfelt Condolences

Dear [Friend's Name],

I am deeply saddened to learn about the passing of your [relationship of the deceased, e.g., parent, sibling, etc.], [Deceased's Name]. Please accept my most sincere condolences during this incredibly challenging time.

[Deceased's Name] will be remembered for [his/her] kindness, warmth, and the positive impact [he/she] had on everyone fortunate enough to know [him/her]. The loss is immeasurable, and [his/her] memory will forever live on in our hearts.

I want you to know that you are not alone in your grief. Your friends and family are here to offer support, love, and understanding as you navigate through the challenges of loss. Take the time you need to mourn, and please reach out if there's anything I can do to help or support you.

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

With deepest sympathy,

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