Sample Condolence Letter

Dear\_\_\_\_\_\_\_\_\_\_,

I was very saddened to hear of the death of Mr\_\_\_\_\_\_. Please accept my sincerest sympathy on this terrible loss. I will always remember Mr. \_\_\_\_\_\_\_\_\_ for his wonderful sense of humor every time I saw him at my office. He would repeatedly refer to himself as ‘the old codger’ or ‘the thin man’ and would jokingly play up the part.

*(acknowledge the loss and the name of the deceased; express your sympathy; note special qualities of the deceased; recall a memory of the deceased)*

Mrs. \_\_\_\_\_\_, I sincerely admire how competent you were in providing excellent care for Mr.\_\_\_\_\_\_\_ as his health declined. I was impressed by your devotion to him throughout his lengthy illness.

*(remind the bereaved of their personal strengths)*

I plan to phone you within a few weeks to see how you are doing. In the meantime please accept my fond respect to you and your family.

*(offer help but be specific; end with a word or phrase of sympathy).*

Sincerely,