**Condolence Letter Template**

Dear Macie,

I was shocked and saddened to learn about the death of your brother, Michael. I know you were close to him and thought of him as ‘your twin’. I imagine your grief must be overwhelming. Please know that I am here for you.

Mark was thoughtful and generous, and his devotion to family and church was admirable. Whenever I needed help with an event, I knew I could always count on Mark. I’ve also seen Mark’s best qualities in you, as you will also go out of your way to help others.

I will cherish the memories I have of Mark. I remember meeting Mark for the first time at a dinner party you hosted. His jokes made everyone laugh, and his smile lit up the room.

Next week will be very busy for you. I can drive Brett and Braden to and from school for you. I know my kids would love to have them stay and play after school on Monday if that works for you.

I wish you peace, and I’m here to support you during this difficult time.

With love,

Michelle