[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

My family and I were all shocked to hear of the death of Simon. We would offer our deepest sympathies to you and your family at this time. Simon was a lovely young man, and our own son, Colin, would look upon him as a role model. Simon was a hero to many of the young people in our neighborhood, and many wanted to follow in his footsteps. Simon's life only brought credit upon him and his family. His passing leaves a gap in all of our lives.

Sincerely,

[Senders Name]

[Senders Title] -Optional-