Sample Condolence Letter

Address

Date  
  
Dear \_\_\_\_\_\_\_\_\_\_\_\_  
  
I am deeply saddened to hear about the sudden demise of \_\_\_\_\_\_\_\_. I had the honor to know him and had the greatest respect for him.  
  
I know it is a great loss for you in particular. I had spent some memorable time playing golf with him and will truly miss him. He was \_\_\_\_\_\_\_ (mention some qualities of the deceased).  
  
Please pass on my sincere condolences to your family members. If you would like me to help out with the funeral plans, please let me know.  
  
Sincere condolences,  
(sender's name and signature)