

SAMPLE CONDOLENCE LETTER

March 11, 2008

Dear Bob,

I was deeply saddened to hear the news about the death of your mother, and I would like to convey my deepest sympathy to you and your family. Mary was greatly loved by us and we will always remember her wonderful hospitality and warm heart. I know how difficult this must be for you. Please let me know if I can help in any way. Maybe you'd like to send the kids to us for the weekend?

You are in my thoughts and prayers.

Love,
David