

[Your Name]
[Street Address]
[City, ST ZIP Code]
march 11, 2008

Dear **[Recipient Name]**:

I was saddened to hear about your mother's death and I wish to convey my deepest sympathies to you and your family.

Your mother Mary will be dearly remembered by me for her warm heart and hospitality.

I know how difficult this is for you. Please let me know if I can help in any way.

You and your family are in my thoughts and prayers.

Sincerely,

[Your Name]