Dear **(Recipient)**,

I wanted to write all of you together to let you know how saddened I was to hear of **the deceased** passing. I know this has brought nothing but sadness to all of you, and I hope you know that there are so many people around who want to help.

**The deceased** was **kind description of the deceased**. **He/she** cared about **family, work, community, etc.**, and **he/she** will be sorely missed. I know each of you is mourning independently, but I hope you will also rely on one another to get you through this. No one knew **the deceased** better, so sharing stories and memories with each other can only help. It might be painful at first, but once you start laughing about **the deceased doing something funny, quirky, etc.**, I hope you’ll realize that you’re starting to feel a little better.

I will gladly do my best to step in for **the deceased** at **something the deceased would have been scheduled to do**, if you’ll let me, or I can help in any other way. Please, please do not hesitate to call if you need anything.

Warm regards,

**{Sender}**