Dear [insert name of bereaved]:

I'm saddened to hear about the loss of [name of deceased and relationship to the bereaved]. Please know you have my deepest sympathy.

One of my favorite memories of [insert name of the deceased] is [insert specific anecdote or describe a special trait that you remember about the deceased]. I will always remember you speaking about [insert anecdote or special trait of the deceased that the bereaved has mentioned].

I hope the passage of time will help ease your sadness and leave you with happy memories. In the meantime, I'm sending healing thoughts and support your way.

Sincerely,

[your signature]