**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I would like to extend my sincere condolences on the recent passing of your mother, Ms. [Write name here]. Although I do not know her personally, still I recognize her generosity and kindness she showed to people she met.

Not long ago, I also experienced the death in my family, my father, and I know how hard it must be. However, with the help of my friends and relatives, I was able to move on with my life. I was able to stand up amidst all these trials.

Please accept my deepest condolences at this difficult time. Your mother was a remarkable woman, and she made a huge impact in the lives of many people.

If I can be of any help to you, never hesitate to give me a call. I would be glad to give you some assistance.

Very truly yours,

**[Write Complete Name Here]**

[Contact]