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

[Designation]

[Address]

[Contact]

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

We would like to express our deepest condolences on the untimely death of your daughter.  She is such a young, happy soul and it is sad that she has left us.  Let it be a comforting thought that she is now in heaven with our Lord, from whom all our lives have been borrowed.

Do not worry about the work you have left behind, we are all working together to fulfill the tasks.  Return to work when you are ready.  What is important now is for you to be able to get through this ordeal.  We have pooled together some financial support for you and your family aside from the donation from the company.  If you need any help, please inform us and we would gladly extend whatever we could.

Regards,

**[Write Complete Name Here]**

[Contact]