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**Introduction**

Death of someone close is very wearisome. A formal condolence letter is usually written by an organisation to the family of the deceased. Such letters are strictly written in a formal manner on behalf of a company or an organisation. Condolence letter is one of the most effective ways to communicate your sympathies to the concerned individual. Here are few tip and examples on how to write a formal condolence letter, these tips will help you to understand the technique behind writing these letters.

**Formal Condolence Letter Tips**

Tips for writing Formal Condolence Letter:

* Style of writing: Make sure that your letter does not sound informal. Let the tone of your letter remain formal as you are writing that letter on behalf of your company. You can type down a formal condolence letter, you don't need to hand write it.
* Letter Head: Always use your company's letter head while writing a formal condolence letter.
* Praise the deceased: Mention about the achievements the deceased has recieved in your organisation. Also let the family know how the deceased has been an asset for your company. Good words spoken about the deceased often brings happiness to the bereaved family.
* Also mention in your letter that the deceased person's absence will be felt in your organisation.
* Give your final respects to the deceased.

Sample Formal Condolence Letter

Address of the recipient

Date

Dear Mr. George,

I wanted you to know how much we regret the loss of your son, Jonathan D'souza in our unit. He was one of the best and bravest soldier in our unit. His personality was very strong and encouraging for other soldiers, he use to always motivate the unit to give their best for the country.

The entire army team joins with me in sending our deepest sympathies to your family. Please know that we have shared your sorrow and pay our final respects to one of our best conrades. Jonathan's presence will always be missed by all of us.

Sincerely,

Bharat Mishra

Colonel

# Formal Condolence Letter Template

# Dear \_\_\_\_\_\_\_\_\_\_, (Name of the recipient)

# We are very saddened to hear about the loss of \_\_\_\_\_\_\_\_\_ (name of the deceased). \_\_\_\_\_\_ (His/her) death has come as a very big jolt to all of us. On behalf of all of us at \_\_\_\_\_\_\_\_\_\_\_ (company's name), I extend our genuine sympathies to you and your family during this period of distress. \_\_\_\_\_\_\_ (he/she) was a great asset to our company and \_\_\_\_\_\_ (his/her) presence will always be missed among us.

# Please contact us if you need our assistance any time. Once again I would like to extend our heartfelt condolence to your family.

# May \_\_\_\_\_\_\_ (name of the deceased) rest in peace,

# \_\_\_\_\_\_\_\_\_\_\_ (Your signature)

# \_\_\_\_\_\_\_\_\_\_\_\_ (Your name)

# \_\_\_\_\_\_\_\_\_\_\_\_ (Designation)

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