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

[Designation]

[Address]

[Contact]

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

It was sad to learn that your uncle, Mr. Jones, died from a heart attack last week.  I was overcome with grief that he has left us, so were the entire staff of Kind Heart Charity Foundation and our beneficiaries when we told them the news.  We are one with your family in praying that his soul rest in peace.

Your uncle was a generous benefactor of our foundation.  He has supported our numerous campaigns and projects.  Through donations of individuals like your uncle, we were able to help hundreds of families start rebuilding their lives after the Haiti disaster.  I hope it is a comforting thought for you and your family to know how much your uncle shared to the world while he was alive.

Please accept my deepest sympathy.  If there is anything we can extend to your family, let us know and we will do the best we can to help.

Warm Regards,

**[Write Complete Name Here]**

[Contact]