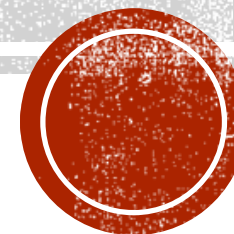


# CONDOLLENCE LETTER



# TEMPLATE / LAYOUT

- Address
- Date
- Opening salutation
- First Paragraph (Your introduction, relationship with the deceased, etc.)
- Second Paragraph (Experience with the deceased, his/her qualities, etc.)
- Closing Paragraph (Closing lines, offering help, support, etc.)
- Closing salutation
- Sender's name and signature



# OPENING LINES

- We respectfully extend our sincerest sympathy and condolences upon the passing of \_\_\_\_\_.
- We are very sorry to hear about your loss and wish to express our deepest sympathies to you and your family.
- We are so sorry to hear the news about the death/passing of\_\_\_\_\_.
- We are saddened by the news of your \_\_\_\_\_.
- It was with great sadness that we learned the news of the death of your \_\_\_\_\_.
- We are deeply saddened by the news of (NAME's) passing. Our sincere condolences to you and your family on the passing of your \_\_\_\_\_.
- We were coworkers of (NAME). Words cannot express our sorrow. The office won't be the same without (HIM/HER).



# SINGLE SENTENCE MESSAGES

- On behalf of all the members of the organization, please allow me to express my sympathies to you.
- We are at a loss of words to express how deeply sorry we are to hear about \_\_\_\_\_.
- We realize that you have lost the beloved one and no one will be able to replace him/her.
- Our deepest sympathies to you and your family during this sorrowful time.
- The entire organization/family joins me in sending our most sincere and deepest sympathies during this period of bereavement.



# ENDING LINES

- We are sorry for your loss. (NAME), was such a great person, (HE/SHE) will live on in our memories forever.
- \_\_\_\_\_ was a valuable member of the organization and many people will miss him/her.
- You have my sympathy, love/friendship, and support.
- I wish to be of help with the planning and preparation of the funeral.



# EXAMPLE 1:

ตัวอย่างที่ 3 (ในโอกาสเสียชีวิต)

Excellency,

We respectfully extend our sincerest sympathy and condolences upon the passing of \_\_\_\_\_ . The death of such an able statesman must have filled the people of ชื่อประเทศของผู้เสียชีวิต with deep sorrow and a sense of great loss.

Please accept, Excellency, the renewed assurances of my highest consideration.



# EXAMPLE 2:

\_\_\_\_\_ [Name of the recipient]  
\_\_\_\_\_ [Designation of the recipient]  
\_\_\_\_\_ [Department in which the recipient is working]  
\_\_\_\_\_ [Address of the organization]

Dated: \_\_\_\_\_

Dear Mr./ Mrs. \_\_\_\_\_ [last name of the recipient],

It is a tragic news that we lost \_\_\_\_\_ [name of the deceased] on \_\_\_\_\_ [date on which the deceased passed away]. We were saddened to know that he/she was suffering from \_\_\_\_\_ [illness of the deceased] and he/she died due to that.

He/She was a hard working individual and a very helpful colleague. His/Her \_\_\_\_\_ [mention in details the achievements of the deceased] has always benefited and added to the progress of the organization. It is rare to find colleagues like him.

He/She will live on in our memories forever and may his/her soul rest in peace.

\_\_\_\_\_ [Name of the sender]  
\_\_\_\_\_ [Designation of the sender]



# **SAMPLE CONDOLENCE LETTER FOR DEATH OF EMPLOYEE:**

Dear <Name>:

I/We were saddened to hear of the death of <employee's name> and want to express my/our condolences to you and your family. <Insert departmental name> and its staff appreciated the dedicated service <employee's name> contributed.

Because the Department would like to offer support to you and your family during this difficult time, <insert Departmental contact name> has been asked to provide assistance to you in any way possible, including help with University offices associated with such matters as survivor benefits and payroll questions.

Again, please accept my/our sincerest sympathy. Please let me/us know if I/we can help you in any way.

Sincerely,

<Department Head or other Employee Names>





# **SAMPLE CONDOLENCE LETTER FOR DEATH OF A FAMILY MEMBER:**

Dear <Employee Name>:

I/we were saddened to hear of the death of <insert family member's name>. I/we know that this is a difficult time for you and your family. Words are inadequate at a time like this; however, please know that you and your family are in my/our thoughts.

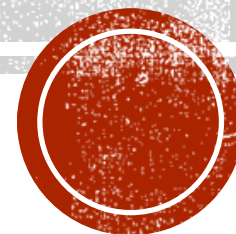
On behalf of all personnel of <insert departmental name>, I/we extend our deepest sympathy. Please let me/us know if I/we can help you in any way.

Sincerely,

<Department Head or other Employee Names>



# SYMPATHY LETTER



# TIPS

- A letter offering sympathy for loss or damage respectfully acknowledges the reader's misfortune while offering comfort and support.
- Be brief and sincere as you write a message reaffirming your faith in the individual's ability to cope with the misfortune.



# NATURAL DISASTERS พืบัติภัยธรรมชาติ

- แผ่นดินไหว Earthquake
- พายุทอร์เนโด Tornado
- ดินถล่ม Landslide
- พายุเฮอริเคน Hurricane
- น้ำท่วม Flood
- โคลนถล่ม Mudslide
- พายุไต้ฝุ่น Typhoon
- สึนามิ Tsunami
- หิมะถล่ม Avalanche
- พายุหิมะ Blizzard
- ความแห้งแล้ง Drought
- ภูเขาไฟระเบิด Volcano eruption



# 1. BRIEFLY EXPRESS YOUR SYMPATHY.

## Sentences

- We are sorry that your \_\_\_\_\_ was destroyed by the earthquake, but we are grateful that your family escaped without injury.
- We were very concerned when we learned about the \_\_\_\_\_.
- We were distressed, to say the least, when we learned about the tragedy in/at \_\_\_\_\_.
- We were deeply sorry to hear the news of \_\_\_\_\_ at/in \_\_\_\_\_.
- We would like to express our deep condolences after learning about the reports of เหตุการณ์ภัยพิบัติ in สถานที่ที่เกิดเหตุการณ์ภัยพิบัติ, which caused heavy loss of life and severe damage.



# PHRASES

- hearts go out to you because of the destruction
- let you know how sorry we are about your
- only just learned that
- please accept our sympathy
- received more than your share of misfortune recently
- so sorry to hear of the
- the news was a most unwelcome surprise
- the destruction of your
- the theft and vandalism at your
- very distressed to learn
- was distressed to hear
- was very concerned when I read about
- was such a shock to read in the newspaper that
- was terribly shaken to hear
- was stunned to hear
- were saddened to hear of
- were shocked and angry
- were very upset to discover
- your terrible experience
- your terrifying experience



## 2. SYMPATHIZE WITH THE READER'S LOSS, BUT FOCUS ON THE TEMPORARY NATURE OF THE SETBACK.

e.g.

- I/We would like to pass on my/our heartfelt concern to Your Excellency, and through you to the bereaved families for their tragic losses. I/We sincerely hope that the affected areas would soon be restored.

## 3. OFFER FURTHER CONDOLENCES OR SUPPORT.

e.g.

- Please accept our offer of food, clothing, transportation, or a place to stay while you are calculating the damages.
- Ours has always been a cooperative relationship; consequently, we will do all we can to ensure that you get back on your feet as soon as possible.
- Our church group is eager to organize Saturday work groups to help out however they may be needed.
- If we can be of any help to you as you rebuild your business, please don't hesitate to ask.



## ตัวอย่างที่ 1 (ในโอกาสเกิดเหตุการณ์ภัยพิบัติ)

I would like to express my deep condolences after I learning about the reports of เหตุการณ์ภัยพิบัติ in สถานที่ที่เกิดเหตุการณ์ภัยพิบัติ, which caused heavy loss of life and severe damage.

I would like to pass on my heartfelt concern to Your Excellency, and through you to the bereaved families for their tragic losses. I sincerely hope that the affected areas would soon be restored.

Accept, Excellency, the assurances of my highest consideration.





Dear.....

I would like to express my sincere concern and distress on the devastation suffered by the City of .....and its people in the wake of tsunami experienced in the past few days.

Such natural calamities demand a huge commitment and strength on the leaders of people to help victims of such situations. I extend my sympathy and support to you during this difficult moment.

As a gesture of goodwill please allow me to make a token donation towards your relief fund for the victims of tsunami. I pray that under your able leadership the situation in .....Will return to normalcy soon.

Sincerely



(สำเนา)  
ข้อความพระราชสาส์น

\*\*\*\*\*

His Excellency the President of the Republic of Ecuador,  
Quito.

The Queen and I are deeply saddened by reports of the destructive earthquake which caused immense loss of lives, casualties and heavy damage to infrastructure and property in your country. We wish to extend our sincere sympathy and condolences to Your Excellency and through you to all those who have suffered loss and bereavement in this natural disaster.

(M.R.) Bhumibol R.



คำแปล

าพณา ประธานาธิบดีแห่งสาธารณรัฐเอกวาดอร์  
กรุงกัวโต

ข้าพเจ้าและพระราชินีเศร้าสลดใจอย่างยิ่งที่ได้ทราบข่าวเหตุการณ์แผ่นดินไหว  
ซึ่งทำให้มีผู้เสียชีวิตและผู้บาดเจ็บเป็นจำนวนมาก ทั้งยังก่อความเสียหายอย่างหนักต่อโครงสร้าง  
พื้นฐานและทรัพย์สินในประเทศของท่าน ข้าพเจ้าและพระราชินีแสดงความเสียใจด้วยใจจริง  
มายังท่านและผู้ประสบความสูญเสียจากภัยพิบัติทางธรรมชาติครั้งนี้

(พระปรมาภิไธย) ภูมิพลอดุลยเดช ปร.



(สำเนา)  
ข้อความพระราชสาส์น

\*\*\*\*\*

His Excellency the President of the Republic of the Union of Myanmar,  
Nay Pyi Taw.

The Queen and I have learnt with much sorrow of the reports of the earthquake which caused loss of lives and severe damage to the ancient Buddhist world heritage site. We wish to extend to Your Excellency and the people of Myanmar our heartfelt sympathy and condolences for their loss from this natural disaster.

(M.R.) Bhumibol R.



คำแปล

ฯพณฯ ประธานาธิบดีแห่งสาธารณรัฐแห่งสหภาพเมียนมาร์  
กรุงเนปิดอว์

ข้าพเจ้าและพระราชินีเศร้าสลดใจที่ได้ทราบข่าวเหตุการณ์แผ่นดินไหว  
ซึ่งทำให้มีผู้เสียชีวิต และเกิดความเสียหายอย่างมากแก่ศาสนสถานโบราณอันเป็นมรดกโลกที่สำคัญ  
ข้าพเจ้าและพระราชินีขอแสดงความเสียใจอย่างยิ่งมายังท่านและประชาชนชาวเมียนมาร์  
ผู้ประสบความสูญเสียจากภัยพิบัติทางธรรมชาติครั้งนี้

(พระปรมาภิไธย) ภูมิพลอดุลยเดช พร.





## CONDOLENCE MESSAGE

It was very disheartening to hear the recent sad news about the earthquake in China, the bomb blast in India and the cyclone in Myanmar where many innocent people have lost their lives without reason. I feel much sorrow seeing such miserable conditions.

These many tragic events have caused tremendous suffering in different parts of the world. The uncertainty of our world today is due not only to natural calamities but also to terrorism, war, and conflict. We should always remain aware of other beings and our shared existence in order to overcome such disasters.

Practitioners of different faiths have contributed their services and dedicated their prayers for the victims of these disasters. I, too, would like to express my sympathy to those victims by sharing my sorrow with their family members and dedicating my daily prayers for their good rebirth.

Extending support and contributions to the remaining bereaved families and to those still suffering, as well as dedicating prayers for the victims is utterly essential at the present moment. I therefore urge all our Dharma practitioners to become involved. Your dedication and activity will be greatly appreciated.

With dedicated prayers,

