

**[Church Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

**[Date]**

**[Recipient Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

On behalf of **[Church Name]** I wanted you to know that we were saddened to hear about your mother's passing. She was very special in the hearts of everyone at the church.

While we know that words are only a small gesture of support, I want you to know that her spirit has touched many people's lives in the church and beyond as well as mine also. She will be forever remembered and forever missed. You and your family are in our thoughts and prayers.

We would like to extend an open invitation to run errands, and/or watch your children. Please contact **[Church Contact]** at **[Church Contact Phone#]** at any time convenient for you, and we will send someone from the church to help you.

Please know that you are loved and supported here at **[Church Name]**. **[Deceased Name]** often shared with me how blessed she felt to have you in her life.

Our deepest sympathy and love to you and yours.

Sincerely,

**[Church Administration and/or Pastor]**  
**[Title]**