Name of the hospital:  
Address of the hospital:

The subject of the letter:

Dear (mention the deceased family),

This letter is being written to express the grief and sadness on the demise of (patient’s name). I am writing this letter on behalf of the entire medical team of the ABC hospital. While the treatment was administered, we have spent quality time with (patient’s name) and we feel that he will be greatly missed.

(Patient’s name) has set a great example of the strength and patience of other patients. He remained strong and optimistic about his health till he breathed his last. He was a great human being who often shared his concerns for the health of other people also. We have lots of pleasant memories of the time we spent with him.

Accept our sympathies and remember that in this tough time of bereavement, we are with you.

Sincerely,

Add your name