

Dear.....

On behalf of the UNIT NAME Soldier and Family Readiness Group (SFRG), please accept our deepest sympathies on the loss of NAME. Our hearts ache for you as you carry this heavy burden. As a part of the UNIT NAME, NAME was also part of our extended family. We want you to know his (her) service and love for our country will never be forgotten within our circles.

We all came together as a family when we heard of your loss and while there was great sadness among us, there was also a sense of deep gratitude as we recalled the honorable way NAME lived his life. As we offered up prayers for you and your family, we also searched for ways to offer you support. The UNIT NAME SFRG stands ready to help in any way you may need. It would be our honor.

I am available at CONTACT POINT and you can always speak with our Rear Detachment at PHONE NUMBER.

With our deepest sympathies,

Signatures

PHONE NUMBER

EMAIL ADDRESS