Dear Mr. Jones,

I am writing on behalf of us at Smith Company to let you know how deeply saddened we all are for the loss of your wife, Ana. She was a critical part of our team and the reason behind so much of the company's success.

Beyond that, she was kind, caring, and one of the most thoughtful individuals I have had the privilege of working with. We will all miss her deeply.

Know that all of us at Smith Company are here for you and your family during this time. Please do not hesitate to let us know if you ever need anything. In Ana's honor, we will be making a donation to her favorite animal charity in her name.

With our sincerest condolences,

Jennifer Candor, CEO