<Month, Day, Year>

Mr./Mrs. <last name>

Street Address

Topeka, KS 66605

Dear Mr./Mrs.<last name>,

On behalf of the <agency) and the State of Kansas, I want to express our condolences to you and your family.

I know there are no adequate words of consolation for your loss, but I hope there is comfort in knowing you are in our thoughts.

If we can be of assistance to you in any way, please do not hesitate to ask.

Sincerely,

<agency head’s name>

<title>