Dear Mrs. Smith,

Although we have never met personally, your daughter and I became close friends during our high school days. I was dismayed to hear about his passing so I would like to extend my deepest sympathies to you and your family.

As her friend, I can say that Jessica was a person full compassion and optimism. During our high school days, she helped me with my assignments and projects. I knew her as a good person. She always encouraged me to be at my best and helped me all along. You must be very proud of her. She was the top student of our class and have achieved great honors and appreciations.

Please let me know if I can be of any help from you in these difficult times. I will always be here with you. God bless you and your family.

With warmest regards,

Candy Pippins