From,

Mr Jonathan,

Marketing manager,

Wilson Shopping House,

Seattle

To,

Ms Lucy,

Junior marketing manager,

Wilson Shopping House,

Seattle

Dear Ms Lucy,

It has been shocking to hear the news of demise of your father in car accident. I understand the time has become harsh for you and your family. Loss of such a figure of support makes oneself sceptical of belief and faith in Almighty. But, just remember that He is testing us and even your father would not have wanted to see you break down. From heavens, your father is watching you. He would always be there to support you from within you.

You have to look forward for what has been lost will never return and we need to care for what is with us. Now, it is your responsibility to look after your mother and I am certain that no one would be able to fulfil this responsibility like you. I wish you father’s soul rests in peace and I convey strength and support to you in these difficult times.

Yours caringly,

Mr Jonathan