

## Sample Sympathy Letter

*The definitive guide to Judaism's end-of-life rituals, revised and updated for Jews of all backgrounds and beliefs From caring for the dying to honoring the dead, Anita Diamant explains the Jewish practices that make mourning a loved one an opportunity to experience the full range of emotions—grief, anger, fear, guilt, relief—and take comfort in the idea that the memory of the deceased is bound up in our lives and actions. In Saying Kaddish you will find suggestions for conducting a funeral and for observing the shiva week, the shloshim month, the year of Kaddish, the annual yahrzeit, and the Yizkor service. There are also chapters on coping with particular losses—such as the death of a child and suicide—and on children as mourners, mourning non-Jewish loved ones, and the bereavement that accompanies miscarriage. Diamant also offers advice on how to apply traditional views of the sacredness of life to hospice and palliative care. Reflecting the ways that ancient rituals and customs have been adapted in light of contemporary wisdom and needs, she includes updated sections on taharah (preparation of the body for burial) and on using ritual immersion in a mikveh to mark the stages of bereavement. And, celebrating a Judaism that has become inclusive and welcoming, Diamant highlights rituals, prayers, and customs that will be meaningful to Jews-by-choice, Jews of color, and LGBTQ Jews. Concluding chapters discuss Jewish perspectives on writing a will, creating healthcare directives, making final arrangements, and composing an ethical will. Never are we more concerned with getting it right than when writing to one who has suffered a loss. In My Deepest Sympathies--, letter-writing guru Florence Isaacs guides us through the ins and outs of offering comfort and support with short yet meaningful notes that will long be remembered by their recipients. She offers guidelines for diverse situations, with sample letters to draw on, so that it's easy to strike the appropriate tone every time. Isaacs explains that the individual circumstances help determine what's appropriate to say in a sympathy note, and she provides specific techniques for a wide range of relationships, from the death of a coworker's spouse to the loss of a friend's elderly parent from Alzheimer's. She also addresses complex situations like the death of an ex-wife, an estranged sibling, or a longtime companion. She even includes thoughtful words for the death of a pet. Whether it's for a blank note or a few extra lines on a card, Isaacs's advice runs the gamut from personal to professional. And she explains how to provide real help to the bereaved by making phone calls, running errands, or simply lending an ear. Information on funerals, memorial services, and proper etiquette when someone of a different culture has died will help readers avoid missteps in potentially awkward situations. Isaacs closes with techniques for effective eulogies, plus a special appendix of actual eulogies that illustrate ways in which readers can memorialize a loved one for family and friends. Filled with practical information, My Deepest Sympathies-- makes it simple to say and do the right thing at difficult times.*

*A Warm and Practical Guide to Writing the Perfect Card Message Are you at a complete loss for words when a birthday card or congratulatory card circulates at the office? When was the last time you mailed a "thinking of you" card to a faraway family member, just to say hello? What should you write to a grieving friend? How do you comfort a colleague in a time of need? Every greeting card needs a personal, handwritten message to make it complete. In this comprehensive, encouraging guide, journalist and lifestyle expert Sandra Lamb offers a wealth of advice, inspiration, and examples for anyone who wants to add the perfect personal touch to their card messages---as well as anyone who wants to know the etiquette of when and what to write. Something as small as a heartfelt message on a greeting card can help remedy our hectic, e-mail--dependent lives. Lamb provides tips and sample messages for every occasion under the sun, both happy and samber (thank-you, birthday, birth and adoption, condolence), and explains the meanings of possibly unfamiliar holidays and religious rituals to aid in the writing of appropriate messages. This personal, indispensable guide will help you rekindle the joy of putting pen to paper and truly connect with loved ones and friends.*

*Have you ever wanted to write a thank-you note and suffered writer's block? Considered penning a passionate letter to your beloved, but had no idea where to begin? Needed to send a sympathy message, but couldn't find the right words? Fear not. Professional letter writer Samara O'Shea is here to spark your creativity and answer all your letter-writing questions in this charming guide. For the Love of Letters is an anecdotal primer on letter writing, with tips on how to write all types of notes: love letters, break-up letters, apology letters, thank-you letters, erotic letters (oh yes!), and more. It's filled with moving, funny, and embarrassing stories about letters Samara has written and received, including an apology from a guy who addressed her by the wrong name, a good-riddance e-mail to a capricious boyfriend, and multiple apology letters after getting fired from an internship at O: The Oprah Magazine. With a fresh, contemporary approach, Samara weighs in on appropriate methods for every situation—for example, when to handwrite, type, or e-mail (yes, e-mail) your letter. There is also a fascinating collection of engaging personal letters written by historical and literary icons such as Marie Antoinette, Beethoven, Edgar Allan Poe, Susan B. Anthony, and Emily Post. For the Love of Letters will show anyone who has ever shuddered at the idea of sitting down and putting pen to paper—or fingertips to keyboard—how to craft persuasive, interesting, and memorable letters.*

*Manners for Today*

*Carta de Jamaica*

*Sharing the Approach and the Experience*

*Gathered Together*

*Master All Social and Business Exchanges*

*Messages from the Heart for Every Occasion*

*A Perfect Word for Every Occasion*

It can be very difficult to find the right words of sympathy and encouragement when someone you love has suffered a loss. Often finding the right words to write in a sympathy card or letter can be quite hard, especially if you knew the deceased well, and you are in shock yourself. These sample sympathy letters, messages and quotes will help you to give comfort and support to the bereaved and to those suffering other kinds of loss too. We will help you find words to express sympathy which will be positive and helpful, and treasured for years to come by those who receive them. The book contains: Tips on writing sympathy notes Sample sympathy letters for many different circumstances Messages to send for funerals Messages for condolence flowers and cards Phrases for Funeral Flowers and Wreaths Inspirational quotes for sympathy notes, cards and flowers Messages suitable for loss of a pet Some of the messages have been published on our website www.griefandsympathy.com where they have helped over a million visitors express their condolences, but this book contains many extra letters and quotes which do not appear on the site. About the authors: Elizabeth Postle is the author of the website GriefandSympathy.com and "A Healing Hug for Alzheimer's Caregivers". She has spent her whole career helping people to cope with death, and has also suffered her own personal losses. Her empathy and experience enable her to know instinctively the right thing to say when someone is grieving. She began a 45 year career in nursing and healthcare in 1955 at the age of 16 when she travelled by bus from the North of England to live and begin a nursing cadetship in Southeast on Sea. Her long and varied career as a Nurse, Midwife, Health Visitor and later running her own nursing home included training and working within the areas of Psychology, Sociology, Paediatrics, Child Development, Counselling, Aged Care and Dementia Care. Her daughter Lesley Postle is editor, publisher and contributor to GriefandSympathy.com and several other websites. Look inside the book to see more. . . . just click the image!

Expert tips and 300 sample letters make business and personal correspondence a snap. When trying to close a sale, answer a complaint, or offer thanks, a well-crafted letter can make all the difference. Packed with practical advice and 300 easy-to-adapt sample letters, this all-purpose guide shows readers how to write letters that get results -at work and at home. Covering the nuts-and-bolts of letter writing as well as the secrets of high-impact prose, the book delivers proven recipes for attention-grabbing introductions, persuasive arguments, memorable phrases, and closing clinchers. Best of all, it offers guidance on business and personal letters for every circumstance, from job hunting, selling, fundraising, and asking favors to giving a reprimand, responding to criticism, expressing sympathy, and declining gracefully. It's the only reference anyone will ever need to write the perfect letter, whatever the occasion.

This complete leader's guide makes it easy to use Dr. Haugk's practical book to build community and train church members in distinctively Christian caring and relating skills.

Whether you're writing simple thank-you notes or creating elaborate business proposals, you need to be able to write well. The ability to craft clear, effective prose is critical to success in all facets of life today. From mastering the basic building blocks of good writing to combating writer's block, The Only Writing Book You'll Ever Need teaches you the solid communication skills required in every situation - at home and at work. Using dozens of detailed examples and samples, author Pamela Rice Hahn walks you through a variety of writing styles, including: Letters and e-mails Basic and academic essays Business writing Technical and scientific writing Web writing Journalism Creative nonfiction and more With easy-to-follow, step-by-step instructions that take you from first draft to final proofread, The Only Writing Book You'll Ever Need will have you producing polished, intelligent, and engaging prose in no time.

A 21st-Century Guide to the Art of Letter Writing

The Boy, the Mole, the Fox and the Horse

Murder in the Cathedral

Saying Kaddish

How to Write Sympathy Letters & Notes

Solutions and Examples for Everyday Writing Needs

Poems

“A terrific, original, and important work....Fitzpatrick provides a stunningly fresh look at the impact of JFK’s assassination on the American people.” —Doris Kearns Goodwin For Letters to Jackie, noted historian and News Hour with Jim Lehrer commentator El combed through literally thousands of condolence messages sent by ordinary Americans to Jacqueline Kennedy following the assassination of her husband, President John F. Kennedy, in 1963. The first book ever to examine this extraordinary collection, Lett presents 250 intimate, heartfelt, eye-opening responses to what was arguably the most devastating event in twentieth century America, providing a fascinating perspective on a singular time in the history of our nation.

Wangari Maathai, founder of The Green Belt Movement, tells its story including the philosophy behind it, its challenges, and objectives.

#1 NEW YORK TIMES BESTSELLER · WALL STREET JOURNAL BESTSELLER · USA TODAY BESTSELLER “The Boy, the Mole, the Fox and the Horse is not only a thought-provoking, discussion-worthy story, the book itself is an object of art.”- The New York Times From the revered British illustrator, a modern fable for all ages that explores life’s universal lessons, featuring 100 color and black-and-white drawings. “What do you want to be when you grow up?” asked the mole. “Kind,” said the boy. Charlie Mackesy offers insp uncertain times in this beautiful book based on his famous quartet of characters. The Boy, the Mole, the Fox, and the Horse explores their unlikely friendship and the poignant, universal lessons they learn together. Radiant with Mackesy’s warmth and gentle Mole, the Fox, and the Horse blends hand-written narrative with dozens of drawings, including some of his best-loved illustrations (including “Help,” which has been shared over one million times) and new, never-before-seen material. A modern classic in the Pooh, the Alchemist, and The Giving Tree, this charmingly designed keepsake will be treasured for generations to come.

From the globally acclaimed, best-selling novelist and author of We Should All Be Feminists, a timely and deeply personal account of the loss of her father. "Essential." —Booklist Notes on Grief is an exquisite work of meditation, remembrance, and hope, written by Chimamanda Ngozi Adichie’s beloved father’s death in the summer of 2020. As the COVID-19 pandemic raged around the world, and kept Adichie and her family members separated from one another, her father succumbed unexpectedly to complications of kidney disease. Expanding on her original New Yorker piece, Adichie shares how this loss shook her to her core. She writes about being one of the millions of people grieving this year; about the familial and cultural dimensions of grief and also about the loneliness and anger unavoidable in it. With signature precision of language, and glittering, devastating detail on the page—and never without touches of rich, honest humor—Adichie weaves together her own experience of her father’s death with threads of his life story, from his during the Biafran war, through a long career as a statistics professor, into the days of the pandemic in which he’d stay connected with his children and grandchildren over video chat from the family home in Abba, Nigeria. In the compact format of We Shou and Dear Ijeawele, Adichie delivers a gem of a book—a book that fundamentally connects us to one another as it probes one of the most universal human experiences. Notes on Grief is a book for this moment—a work readers will treasure and share now more than ever. It will prove durable and timeless, an indispensable addition to Adichie’s canon.

Ideal for: Letters Receiving Lines Facebook Emails Thank You Notes Condolences . . . and Much More

King Lear

A Jamestown Biography

Emily Post's Etiquette, 19th Edition

Wild Symphony

The Art of Condolence

The Only Writing Book You'll Ever Need

English for Nurses provides a perfect solution to the needs of nursing undergraduates. Based on the INC syllabus, it is an indispensable resource for B.Sc. Nursing students. Students of M.Sc. Nursing and those going for NCLEX, TOEFL and IELTS will also find written keeping in mind the requirements of the modern Indian nurses to converse well in English. As they serve in different national and international locations, English is their only window to the outside world. This book provides comprehensive study material the way it is used in day-to-day conversations in the hospital environment. Salient Features • Comprehensive, exhaustive and well-structured coverage • Lucid presentation with easy language for ease of comprehension • Ample number of examples, tables and elements of communication in modern-day nursing practice like nursing reports, records, etc., discussed, analysed and exemplified • Examples from real-life health care communications provided • Exhaustive end-of-chapter exercises • Solutions for all objectives Second Edition • More examples have been added in the chapters • Exercises have been increased in several chapters • Several chapters like Narration and Voice have been revised for better clarity of the concept • Chapters like Essay Writing and Comprehensive health care scenarios

Few things in life are as challenging as crafting a written expression of grief--whether it is a eulogy or a simple sympathy note. Many of us fear saying the wrong thing, and so we say nothing at all. Yet, there may be no better way to comfort the grieving or help them heal. With the expert guidance and sample writing offered here, anyone can put his or her thoughts in order to create a moving tribute to the deceased. Whether for the loss of a spouse, parent, or sibling, or even in the devastating wake of a suicide or help you prepare an eloquent eulogy, obituary, or letter of condolence. Also included are suggestions for writing for the loss of a pet, which is an often overlooked, but very real source of grief.

Here is a book as joyous and painful, as mysterious and memorable, as childhood itself. I Know Why the Caged Bird Sings captures the longing of lonely children, the brute insult of bigotry, and the wonder of words that can make the world right. Maya Angelou's classic beloved worldwide. Sent by their mother to live with their devout, self-sufficient grandmother in a small Southern town, Maya and her brother, Bailey, endure the ache of abandonment and the prejudice of the local "powhitetrash." At eight years old and is attacked by a man many times her age—and has to live with the consequences for a lifetime. Years later, in San Francisco, Maya learns that love for herself, the kindness of others, her own strong spirit, and the ideas of great authors ("I met and fell in love with a man who would be free instead of imprisoned. Poetic and powerful, I Know Why the Caged Bird Sings will touch hearts and change minds for as long as people read. "I Know Why the Caged Bird Sings liberates the reader into life simply because Maya Angelou confronts her own luminous dignity.“—James Baldwin From the Paperback edition.

Have you ever wanted to thank someone for a gift or a kind act but didn't know what to say or how to say it? Easy Eloquence can help. This colction of notes provides readers with the right words to help express their feelings. Complete with over 75 sample letters from thank you notes to sympathy cards.

The Green Belt Movement

Sample Thank You Notes and Sympathy Cards For Every Occasion

Etiquette

40 Ready-To-Use Letters

Sample Sympathy Messages and Quotes

"A Great Artist is Dead"

Positive Approaches to Decision Making

*New and experienced psychotherapists alike can find themselves overwhelmed by an ethical quandary where there doesn't seem to be an easy solution. This book presents positive ethics as a means to overcome such ethical challenges. The positive approach focuses on not just avoiding negative consequences, but reaching the best possible outcomes for both the psychotherapist and the client. The authors outline a clear decision-making process that is based on three practical strategies: the ethics acculturation model to help therapists incorporate personal ethics into their professional roles, the quality enhancement model for dealing with high-risk patients who are potentially harmful, and ethical choice-making strategies to make the most ethical decision in a situation where two ethical principles conflict. Throughout the decision-making process, psychotherapists are encouraged to follow four basic guidelines: Focus on overarching ethical principles Consider intuitive, emotional, and other nonrational factors Accept that some problems have elusive solutions Solicit input from colleagues and consultation groups Numerous vignettes illustrate how to apply positive ethics to many different ethical challenges that psychotherapists will likely encounter in practice.*

1956: When Ivy Jenkins falls pregnant, she is sent in disgrace to St Margaret's: a dark, brooding house for unmarried mothers. Her baby is adopted against her will. Ivy will never leave. Present day: Samantha Harper is a journalist desperate for a break. When she stumbles on a letter from the past, the contents shock and move her. The letter is from a young mother, begging to be rescued from St Margaret's before it is too late. Sam is pulled into the tragic story and discovers a spate of unexplained deaths surrounding the woman and her child. With St Margaret's set for demolition, Sam has only hours to piece together a sixty-year-old mystery before the truth, which lies disturbingly close to home, is lost forever.

The second edition of this popular one-of-a-kind book is updated with ten new chapters.

An expert at presenting herself, Diane Gottsman shows readers how to maintain proper, modern etiquette through building relationships, being authentic and putting others at ease, with simple, easy-to-read tips and tricks and graphics. You can learn how to fine-tune the skills you already have, learn to communicate more effectively and create more general, social interaction. With Diane, you can be your best, most charming self. While classic etiquette is certainly valuable, it might not always be practical in today's society. Diane is a leading modern etiquette expert and a popular media resource. Her engaging demeanor and straightforward approach to daily etiquette dilemmas are current, informative, stylish and fun. Among the most challenging skills to master as an adult is mastering etiquette in social, business and holiday exchanges. Situational etiquette varies greatly, depending on the time, place and people that surround you.

Write the Right Words

The Journals of Captain John Smith

Webster's New World Letter Writing Handbook

Notes on Grief

My Deepest Sympathies...

Meaningful Sentiments for Condolence Notes and Conversations, Plus a Guide to Eulogies

Ethical Dilemmas in Psychotherapy

This practical guide features comprehensive lists of words, phrases, sentences, and paragraphs that allow you to express yourself on any subject in your own voice and style. It teaches what to include and what to leave out when writing. Whether you want to sound formal or casual, traditional or contemporary, businesslike or lighthearted, distant or intimate, you'll find here the words for every letter writing occasion, including: - Business letters - Personal letters - Get-well cards - Invitations - Resumes - And more! With helpful grammatical appendices and sample letters, say goodbye to your writing etiquette worries!

This book is aimed at anyone who sometimes needs help with everyday writing situations. No matter what it is, you'll find out how to write and set out your documents. This book filled with heaps of helpful information will ensure that whatever you write you will get the result you want.

In this treasury of life-affirming passages, more than 40 celebrated writers, thinkers, and religious figures from various faiths speak eloquently on the nature of dying and provide words of comfort for those left behind.

The verse dramatization of the medieval murder of Thomas Becket at Canterbury by the winner of the Nobel Prize for Literature. The Archbishop Thomas Becket speaks fatal words before he is martyred in T. S. Eliot’s best-known drama, based on the murder of the Archbishop of Canterbury in 1170. Praised for its poetically masterful handling of issues of faith, politics, and the common good, T. S. Eliot’s play bolstered his reputation as the most significant poet of his time. It has been performed on stage, film, and television since 1935 and was the basis for the opera Assassinio nella Cattedrale by the Italian composer Ildebrando Pizzetti.

I Know Why the Caged Bird Sings

"The Blue Book of Social Usage"

A Complete Resource For Perfecting Any Type Of Writing

A Guide to Connecting Through the Written Word

Choice Words, Phrases, Sentences & Paragraphs for Every Situation

Christian Caregiving, a Way of Life

How to Comfort the Dying, Bury the Dead, and Mourn as a Jew

Time and again we stumble for words and actions that will reflect our feelings of compassion and our desire to be of comfort. Based on the authors' extensive research, their workshops, and their professional experience, and filled with personal stories and anecdotes, this heartfelt, practical, and easily accessible resource covers the three most common areas of concern: "What can I write?" "What can I say?" and "What can I do?" The authors address such issues as: Special circumstances -- sudden death, suicide, the death of a parent or child How to compose a letter of condolence -- including a variety of sample letters How to be of service -- from ideas for thoughtful gifts, to assisting with business affairs and funeral arrangements, to suggested ways of helping in the aftermath When more help is needed -- the benefits of grief therapy and support groups, with a listing of recommended reading and other resources

Are you saddened but unsure about how best to express your deep feelings in the face of sorrow or tragedy? In sympathy situations, friends and family have the greatest need to hear from you. Don't leave them wondering about your lack of concern. Begin your letter or note with a straightforward comment about your feelings-your sadness, your shock, your sorrow, or your concern. Mention something positive you remember about the individual or, if you did not know him or her personally, recall something you've heard others say. Let the reader know that you understand the extent of the loss or the painful situation in the case of a misfortune. But do show sensitivity. Avoid adding gruesome details or increasing the pain. If possible, and if you're sincere, offer to help in some specific way: Be brief. You don't need to go into all the details of the situation-how you heard the news or what so-and-so told you. Your caring concern in "I am so sorry" speaks volumes. Close with a comforting phrase-a final thought that reflects your concern and is appropriate to your relationship with the person. Make your words genuine and personal-as if you were talking face to face. This is not a task that you should delegate to someone else. Use your personal stationery or card. Typically, you should write the note by hand. But if you're writing to a business colleague or client, a typed letter is acceptable--depending on the closeness of the association.If you'd like to make the sympathy letter writing process even easier, we can help even more. If you still can't find the right words to express comfort, try our professionally written package of sympathy letters and notes.You'll find sample sympathy letters for both personal and business situations: Personal Sympathy and Business Sympathy Letters Death of a child Death of a parent Death of a spouse Death of other relatives Miscarriage Death of pet Personal failures Disaster-loss of home Disaster-loss of business Business failure Financial ruin Loss of job-friend Loss of job-coworker Get well soon Terminal illness-friend Terminal illness-acquaintance Wedding-cancelled Divorce-to parents of those getting divorce Divorce-to friend or relative getting divorce Criminal conviction Crime victim"

In honor of the four hundredth anniversary of Jamestown, a collection of writings taken from the journals of Captain John Smith limns a detailed portrait of the founding of the Jamestown colony, life in colonial Virginia, his efforts to establish trade relations with local Native Americans, and the real-life facts behind the legend of his relationship with Pocahontas. Original. 10,000 first printing.

Offers advice for coping with the loss of a loved one

A Book of Comfort

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

Finding the Perfect Words

For the Love of Letters

The Girl in the Letter

Ask a Manager

The Mourning Handbook

*In a practical guide to creating meaningful and memorable written messages, the author explains how to write a well crafted letter to suit a variety of circumstances, ranging from condolence and congratulations to illness and fund-raising.*

*"Travel through the trees and across the seas with Maestro Mouse and his musical friends! Young readers will meet a big blue whale and speedy cheetahs, tiny beetles and graceful swans. Each has a special secret to share."--Provided by publisher.*

*From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

*The Emily Post Institute, the most trusted brand in etiquette, tackles the latest issues regarding how we interact along with classic etiquette and manners advice in this updated and gorgeously packaged edition. Today's world is in a state of constant change. But one thing remains year after year: the necessity for good etiquette. This 19th edition of Emily Post's Etiquette offers insight and wisdom on a variety of new topics and fresh advice on classic conundrums, including: Social media Living with neighbors Networking and job seeking Office issues Sports and recreation Entertaining at home and celebrations Weddings Invitations Loss, grieving, and condolences Table manners While they offer useful information on the practical—from table settings and introductions to thank-you notes and condolences—the Posts make it clear why good etiquette matters. Etiquette is a sensitive awareness of the feelings of others, they remind us. Ultimately, being considerate, respectful, and honest is what's really important in building positive relationships. "Please" and "thank you" do go a long way, and whether it's a handshake, a hug, or a friend request, it's the underlying sincerity and good intentions behind any action that matter most.*

*Leader's guide*

*Modern Etiquette for a Better Life*

*How to Say it*

*Write with Confidence*

*Condolences from a Grieving Nation*

*What to Write, What to Say, What to Do at a Time of Loss*

*How to Write Sympathy Letters and Notes*

Timely Words for When They're Needed Most The right words don't always come easily. For those who want to bless others with words that go beyond cliches, A Perfect Word for Every Occasion offers examples and guidelines for things to say, lines to write, and Scripture verses to share. Readers will find words to use anywhere: Facebook messages, emails, cards, receiving lines, birthdays, anniversaries, texting, graduations, emotional occasions, and more. They'll even discover what not to say. Full of encouraging messages organized by category, A Perfect Word for Every Occasion will save readers time while strengthening their relationships.

Are you saddened but unsure about how best to express your deep feelings in the face of sorrow or tragedy? In sympathy situations, friends and family have the greatest need to hear from you. Don't leave them wondering about your lack of concern. Begin your letter or note with a straightforward comment about your feelings-your sadness, your shock, your sorrow, or your concern. Mention something positive you remember about the individual or, if you did not know him or her personally, recall something you've heard others say. Let the reader know that you understand the extent of the loss or the painful situation in the case of a misfortune. But do show sensitivity. Avoid adding gruesome details or increasing the pain. If possible, and if you're sincere, offer to help in some specific way: Be brief. You don't need to go into all the details of the situation-how you heard the news or what so-and-so told you. Your caring concern in "I am so sorry" speaks volumes. Close with a comforting phrase-a final thought that reflects your concern and is appropriate to your relationship with the person. Make your words genuine and personal-as if you were talking face to face. This is not a task that you should delegate to someone else. Use your personal stationery or card. Typically, you should write the note by hand. But if you're writing to a business colleague or client, a typed letter is acceptable--depending on the closeness of the association.If you'd like to make the sympathy letter writing process even easier, we can help even more. If you still can't find the right words to express comfort, try our professionally written package of sympathy letters and notes.You'll find sample sympathy letters for both personal and business situations: Personal Sympathy and Business Sympathy Letters Death of a child Death of a parent Death of a spouse Death of other relatives Miscarriage Death of pet Personal failures Disaster-loss of home Disaster-loss of business Business failure Financial ruin Loss of job-friend Loss of job-coworker Get well soon Terminal illness-friend Terminal illness-acquaintance Wedding-cancelled Divorce-to parents of those getting divorce Divorce-to friend or relative getting divorce Criminal conviction Crime victim

The Complete Book of Contemporary Business Letters

Letters of Condolence on Vincent Van Gogh's Death

How To Say It

Condolences & Eulogies

Easy Eloquence

Letters to Jackie