

**JSV International Assistant Service**

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## **Sympathy Letter**

**Date:**

15th November 2012

**Full name and Company of Recipient :**

Ms. Susan Smith  
Supervisor of Product Development  
Pet Supply Provider, Inc.  
472 Canine Road  
Los Angeles, California 90002

Dear Mrs. Smith, / Dear Mr. Smith, / Dear Ms. Smith,

Dear Mrs. Hampton:

I was deeply saddened to learn of Frank's death and I would like to express my sincere sympathy to you and your family on behalf of the senior management team here at Interconnect Corp. Your husband was highly respected by managers and employees alike throughout the entire company. He was regarded as a visionary leader by anyone who ever worked with him.

Frank's contributions to this company during his 27 years of dedicated and selfless service were many and varied. In the early years he was a major part of our initial expansion overseas, and a number of the offices he set up in Europe are still operating very successfully. In recent years Frank was a key player in our transformation to full digital technology, a move which catapulted us into a leadership position in the industry. Believe me, his contributions to this company will not be forgotten.

Please accept my heartfelt condolences at this difficult time and I ask you to please pass these sentiments on to your children. Your husband was a remarkable man in many ways. Knowing him personally as I did for many years, I am well aware of the difference he made in the lives of many people, both here in the company, and in his private life. He will be missed by many.

With sincere sympathy,

Jana Svihlova  
Executive Director