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جزوه درس: مکاتبات (سه شنبه ساعت ۱۴-۱۶؛ ۳ تیر) مربوط به هفته : سیزدهم ■
text: دارد □ ندارد ■ voice: دارد □ ندارد ■ power point: دارد □ ندارد ■
تلفن همراه مدیر گروه :
کلاس به صورت حضوری نیز در دانشگاه برای تمرین و رفع اشکال در تاریخ و ساعت مربوطه طبق برنامه برگزار می شود

Chapter 7: Letters/Emails of Condolences

We write letters/emails of condolences when someone's family member or friend has passed away! The purpose of this letter/email is hence to say how sorry and upset you are because of such a loss.

Example:

Dear Reza,

*I just heard that your father passed away. I am so sorry for such a great loss. My condolences to you and your respectful family. May God bless him.
Please let me know if I can be of any help.*

Best regards,

Brad



You can write the following sentences for a condolence letter/email.

I was so sorry to hear about the death of your father; please accept our condolences.

I wish to express my heartfelt sympathy for the death of your husband. He was such a fine, upstanding man in the community. Many of us will miss him terribly. If there is anything I can do during this time of your bereavement, please do not hesitate to call upon me.

If the death was sudden, or the person young, then one might say,

It was a great shock to learn of the death of your brother. Please accept my condolences.

Condolence or sympathy, are

Always remember that these letters should be very short and direct! There is no need to write too much to somebody who has recently lost somebody dear!!!