



## Sympathy Acknowledgment Guide

Expressing gratitude during a time of loss is a meaningful gesture, and thank-you cards or notes can help acknowledge the kindness extended by others. Below are general suggestions to help you respond to the various forms of support you may have received.

### When to Send Acknowledgments

It's customary to mail acknowledgment notes within two weeks following the funeral. These messages can be written on acknowledgment cards provided by your funeral home or on your own personal stationery.

### General Message Ideas

- A simple sentence or two is enough.

*Examples:*

–“Thank you for your kind words and support.”

–“Your thoughtfulness meant so much to our family.”

### Flowers

- A personal note is encouraged.

*Example:* “The arrangement you sent was beautiful. Thank you for your kindness.”

### Memorial Contributions

- Acknowledge donations with a note of appreciation. Please note that it may take 4–6 weeks to receive a list of donors from the memorial organization.

*Example:* “We truly appreciated your generous contribution in memory of [Name].”

### Mass Cards or Spiritual Offering

- A brief thank-you acknowledging the spiritual support is appropriate.

*Example:* “Thank you for your thoughtful prayers.”

### Group Gifts (e.g., from clubs or workplaces)

- Send one note to the group leader and mention the group as a whole.

*Example:* “Please extend our thanks to everyone at the [Group Name] for the lovely flowers.”

- If individual names are listed, a brief card to each person is a nice gesture (a personal note is not necessary in these cases).

### Clergy

- A personal thank-you note is recommended.

### Pallbearers (Including Honorary)

- Include a note thanking them for their role in the service.

### Friends Who Offered Help

Whether someone provided food, transportation, or simply stayed with a loved one, a short, heartfelt note goes a long way.

*Examples:*

– “Thank you for bringing the delicious pie. It was greatly appreciated.”

– “We’re so grateful for your help with transportation.”

– “Thank you for being there after the service—it meant a great deal to us.”

### Other Considerations

- Sympathy Cards: These do not require acknowledgment unless a personal message or additional support was offered.
- Emails and Letters: Brief replies are optional but appreciated, especially when messages are especially thoughtful or personal.

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