

Letter of Condolence

Date: [Insert Date]

Dear [Family's Last Name] Family,

I am deeply saddened to hear about the passing of [Name of Deceased]. On behalf of myself and the entire [School Name] community, I extend our heartfelt condolences during this difficult time.

[Name of Deceased] was a remarkable individual who touched the lives of many, including our students. Their spirit and enthusiasm will always be remembered.

Please know that our thoughts are with you and your family. If there is anything we can do to support you during this time, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[School Name]

[Contact Information]