

Dear [Family Name],

We are heartbroken to hear about the loss of your beloved [relation, e.g., mother, father, sibling]. Please accept our heartfelt condolences during this incredibly difficult time.

As a community, we want you to know that we stand with you in solidarity. [Name of the deceased] touched the lives of many in our institution, and their memory will always be cherished. The impact they made on our students and staff will not be forgotten.

In this time of grief, remember that you are not alone. We encourage you to reach out for support from friends, family, and our school community. We are here for you, ready to offer any assistance you may need.

May the love and memories you shared bring you comfort and peace.

With deepest sympathy,

[Your Name]

[Your Title]

[Educational Institution Name]

[Contact Information]