

Dear [Family's Last Name] Family,

We are heartbroken to hear about the passing of your beloved [Relation, e.g., mother, father, etc.], [Name]. Please accept our deepest condolences during this extremely difficult time.

Your family is an important part of our school community, and we want you to know that we are here to support you in any way we can. If there is anything you need, whether it's assistance with school-related matters or simply someone to talk to, please do not hesitate to reach out.

We would like to invite you to [mention any specific offers or initiatives, like a memorial service, counseling services, etc.], to honor [Name]'s memory and provide you with some comfort.

Once again, our thoughts and prayers are with you and your family. Please take care of yourselves and lean on us for support.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]