

Letter of Condolence

Date: [Insert Date]

Dear [Family's Last Name] Family,

We are deeply saddened to hear of the passing of [Name of the Deceased], a cherished member of our school community. Their presence brought joy and inspiration to both students and staff alike.

Please accept our heartfelt condolences during this difficult time. We honor the memory of [Name] and the many contributions they made to our school. Their spirit will always remain a part of our community.

We stand with you in your time of grief and are here to support you in any way necessary. Please do not hesitate to reach out if you need assistance.

With loving remembrance and sympathy,

Sincerely,
[Your Name]
[Your Title]
[School Name]