

Dear [Family's Last Name] Family,

We are deeply saddened to hear about the passing of your beloved [relation, e.g., mother, father, etc.], [Name]. During this difficult time, please know that our thoughts and prayers are with you and your family.

[Name] was an extraordinary person and brought so much joy to those around them. Their kindness and generosity will always be remembered by all of us at [School's Name].

As you navigate through this period of grief, please remember that you have a community here that cares for you immensely. If there is anything we can do to support you, please do not hesitate to reach out.

With heartfelt condolences,

[Your Name]

[Your Position]

[School's Name]