

Dear [Family's Last Name] Family,

I was deeply saddened to hear about the passing of [Student's Name]. Please accept my heartfelt condolences during this incredibly difficult time. [He/She/They] was a wonderful student and a cherished member of our community.

As a teacher/[your relationship to the student], I had the pleasure of witnessing [his/her/their] passion for learning and [his/her/their] kindness towards others. [Student's Name] touched the lives of many and will be greatly missed.

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

With deepest sympathy,

[Your Name]

[Your Position]

[Your Contact Information]