

[Date]

[Family's Last Name] Family

[Family's Address]

[City, State, Zip Code]

Dear [Family's Last Name] Family,

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

At [School's Name], we value the strength of our community, and we want you to know that you are in our thoughts. Your family's contributions to our school have been truly appreciated, and we are here to support you in any way possible.

Should you need assistance or if there is anything we can do, please do not hesitate to reach out.

With our deepest sympathies,

[Your Name]

[Your Title]

[School's Name]

[School's Contact Information]