

Dear [School Community/Parents/Staff],

We are deeply saddened to inform you of the passing of [Name], a cherished member of our school community. Their presence brought joy and warmth to all of us, and their absence will be profoundly felt.

As we come together to honor their memory, we encourage you to support one another during this difficult time. Grief can manifest in many ways, and it's important to lean on one another for comfort and strength.

The school will be providing resources and access to counseling services for anyone who may need support. Please do not hesitate to reach out to [Contact Person/School Counselor] at [Contact Information].

We invite you to join us for a memorial gathering on [Date] at [Time] in [Location]. Let us remember [Name] and celebrate the wonderful impact they had on our lives.

With heartfelt condolences,

[Your Name]
[Your Position]
[School Name]