

Dear [Recipient's Name],

I hope this message finds you in good spirits. I am writing to express my heartfelt condolences during this difficult time of loss. It is important to recognize that everyone experiences grief in their own way, and it is essential to ensure our community feels supported.

In light of recent events, we want to remind you that we are here for our students and staff. Should you or someone you know need assistance, please do not hesitate to reach out to our counseling services, which are available from [insert dates and times]. Our team is equipped to provide support and guidance.

Additionally, we will be hosting a remembrance gathering on [insert date] at [insert location] to honor the memory of [insert name if applicable]. This will be a space to share stories and support one another in a loving environment.

Remember, you are not alone. Please take care of yourself and lean on those around you. We are a community, and together we will get through this.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]