

Condolence Letter

Date: [Insert Date]

Dear [Recipient's Name],

We were deeply saddened to hear about the passing of [Alumni's Name], a cherished member of our university community. [He/She/They] made significant contributions during [his/her/their] time here, and [his/her/their] legacy will continue to inspire future generations.

Our heartfelt condolences go out to [his/her/their] family and friends during this difficult time. We hope that you find comfort in the cherished memories you shared with [him/her/them]. Please know that the entire university community stands with you in your grief.

If there's anything we can do to support you during this time, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[University Name]

[Contact Information]