

Letter of Condolence

Dear [Recipient's Name],

I am deeply saddened to hear about the passing of [Student's Name]. Please accept my heartfelt condolences during this difficult time. [Student's Name] was a remarkable individual who touched the lives of many.

We will always remember their [mention a positive trait, achievement, or fond memory]. My thoughts are with you and your family as you navigate through this profound loss.

If there is anything I can do to support you or honor [Student's Name]'s memory, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Title/Position]

[Your Contact Information]