

Dear [University Community/Specific Group]

It is with heavy hearts that we come together to support one another during this difficult time following the passing of [Name/Relation]. We recognize the profound impact this loss has had on our community.

As we mourn, let us also remember the joy and inspiration that [Name] brought into our lives. We encourage everyone to take a moment to reflect on their cherished memories and the positive influence [he/she/they] had on our university.

We understand that grief manifests in many ways and affects each of us differently. Please remember that support is available through our counseling services and peer support groups. You are not alone in this journey.

In remembrance of [Name], we will be hosting a memorial service on [Date] at [Time] in [Location]. We invite everyone to join us in honoring [his/her/their] life and legacy.

Let us lean on each other and extend kindness and understanding as we navigate this challenging time together.

With deepest sympathy,

[Your Name]
[Your Position]
[University Name]