

Dear [Recipient's Name],

I was deeply saddened to hear about the loss of [Name of the deceased], and I extend my heartfelt condolences to you and your family during this difficult time. Please know that our thoughts are with you as you navigate through this profound sorrow.

[Name of the deceased] was a valued member of our university community, and their contributions will always be remembered. It is during such times that we come together in support of one another, and I encourage you to reach out for any assistance you might need.

Please take all the time you need to grieve and heal. Remember, your well-being is important to us, and we stand ready to support you in any way we can.

With deepest sympathy,

[Your Name]

[Your Position]

[University Name]