

Dear [Parent's Name],

We are deeply saddened to hear about the loss of your beloved [child's name]. During this incredibly difficult time, we want you to know that our thoughts are with you and your family.

As teachers, we feel privileged to have known [child's name]. [He/She/They] brought so much joy to our classroom with [his/her/their] [mention any specific quality or memory]. We will always cherish those moments.

It's important to take the time you need to grieve, and we want to support you in any way we can. Please let us know if there's anything we can do to help during this time.

Remember, you are not alone--your school community is here for you.

With heartfelt sympathy,

[Your Name]
[Your Position]
[School Name]