

Dear [Parent's Name],

We are deeply saddened by the loss of your beloved [Child's Name]. During this challenging time, please know that our thoughts and prayers are with you and your family.

[Child's Name] was a cherished member of our school community. Their kindness and joy impacted the lives of both peers and faculty. We will always remember [his/her/their] laughter and the light [he/she/they] brought to our halls.

In honor of [Child's Name], we plan to hold a memorial tribute on [date and time] at [location]. This will be an opportunity for our school community to come together to celebrate [his/her/their] life and share cherished memories.

Please feel free to reach out if there is anything we can do to support you during this heartbreaking time.

With deepest sympathy,

[Your Name]

[Your Title]

[School Name]