

Dear [Parent's Name],

I was deeply saddened to hear of the loss of your beloved child, [Child's Name]. On behalf of the entire school community, I want to extend our heartfelt condolences during this incredibly difficult time.

Please know that we are here for you and your family. [Child's Name] was a cherished member of our school, and their presence will be profoundly missed by friends, teachers, and staff alike.

If there is anything we can do to support you, whether it be assistance with school matters or simply someone to talk to, please do not hesitate to reach out.

Our thoughts and prayers are with you and your family as you navigate this unimaginable loss.

Sincerely,

[Principal's Name]
Principal
[School Name]