

Condolence Letter

Date: [Insert Date]

Dear [Recipient's Name],

I am writing to express my heartfelt condolences for the recent loss that has affected our school community, particularly among the students. It is with deep sadness that we acknowledge how this tragedy has impacted many lives.

During this difficult time, please know that my thoughts are with you and all the students who may be struggling to cope with their emotions. It is important that we come together to support one another and lean on the strength of our community.

If there is anything that I or our team can do to support you or the affected students, please do not hesitate to reach out. We are here to help in any way we can. Remember, it's okay to grieve and it is vital to talk about your feelings.

Sincerely,

[Your Name]

[Your Position]

[School Name]