

Dear [Alumni Name],

We are deeply saddened to hear about the passing of your beloved [relation, e.g., mother, father]. On behalf of the [Alumni Association Name], we extend our heartfelt condolences to you and your family during this difficult time.

[Relation's Name] was a remarkable person who touched the lives of many, including the members of our alumni community. Their legacy will continue to inspire us all.

Please remember that you are not alone; we stand with you in your grief. If there is anything we can do to support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[Alumni Association Name]

[Contact Information]