

# Dear Alumni Family,

It is with profound sadness that we reach out to you during this difficult time. We have lost a cherished member of our community, **[Name]**, who passed away on **[Date]**. Our hearts ache alongside their family and friends as we reflect on the impact that **[Name]** had on our lives.

**[Name]** was not just an exceptional individual but also a beacon of light in our community. Their contributions and spirit will be forever remembered. As alumni, we stand united in our sorrow, knowing that we share not only the grief but also the joyous memories that **[Name]** brought into our lives.

We encourage everyone to take a moment to remember **[Name]** in your own way. Whether it be sharing a story, lighting a candle, or simply holding a moment of silence, let us honor their legacy together.

We will be organizing a memorial service on **[Date]** at **[Location]**, and we invite you to join us as we celebrate the life of our dear friend.

In this time of grief, let us support one another. Please feel free to reach out to fellow alumni for conversation, comfort, or just to reminisce about the wonderful times we shared with **[Name]**.

With heartfelt condolences,

**[Your Name]**

**[Your Position]**

**[Alumni Association Name]**