

In Loving Memory

Dear [Recipient's Name],

We are deeply saddened to learn of the passing of our beloved alumnus, [Deceased's Name]. [He/She/They] was a cherished member of the [School/University Name] community and will be missed by all who had the privilege of knowing [him/her/them].

[Deceased's Name] graduated in [Year] and was known for [his/her/their] [mention any notable achievements or contributions]. [His/Her/Their] dedication and passion inspired many and [he/she/they] leaves behind a legacy that will continue to impact future generations.

During this difficult time, our thoughts are with [his/her/their] family and loved ones. We extend our deepest condolences and support to you. We encourage all members of our alumni community to come together to honor [Deceased's Name]'s memory and to celebrate the extraordinary life [he/she/they] lived.

We will be holding a tribute event on [date] at [location], and we invite you to join us in honoring [his/her/their] memory.

With heartfelt sympathy,

[Your Name]
[Your Title/Position]
[School/University Name]