**Condolence Letter Guide Template**

**First Paragraph:**

I am sorry to learn of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ death and wish to express my deepest sympathy on behalf of the University of Washington.

I was so sorry to hear of \_\_\_\_\_\_\_\_\_\_\_\_ death. He/she was such a terrific friend of the University of Washington. I know that you have a lot of friends here who join me in sending sympathy to you and your family.

**Second Paragraph** (say something personal about the donor using the bios):

We at the University appreciate the honor he brought to this institution by his achievements.

He will be remembered not only for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ but also for his willingness to share his time and expertise with his colleagues and students.

It would be difficult to measure the impact he has had on the many people’s lives he touched, personally and professionally.

Your and \_\_\_\_\_\_\_\_\_\_ service to the UW was wonderful. The two of you got involved in fundraising as well as giving, and you served on countless volunteer advisory committees. His commitment to helping others and to serving this university and our community leaves a wonderful legacy.

He was a thoughtful and generous friend of this institution, and we are very grateful for the many contributions that you and he made to your alma mater.

**Last Paragraph:**

We are sorry to have lost such a good friend.

We are saddened to lose such a loyal and committed friend. Please accept my condolences.

Please accept my condolences to you and your family for your loss.