To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Condolence Letter to Parents of a Deceased Student**

Dear Mr./Mrs. [name of the Recipient],

It was very shocking for us to hear the death news of one of our beloved student, [name of the Student]. I and all the students and staff of [mention Institute’s name] would like to express our deepest condolences to you and your family.

[Name of the Student] was really a smart student and is a great loss to the institute. He/ She was quite charming and intelligent and was dear to the students as well as the teachers. We can realize that you must be going through a lot at this time. We pray that the good Lord gives you strength and courage to overcome this difficult situation.

May his/her soul rest in peace, Amen!. He/ She will always be missed. Please accept our deepest sympathies and let us know if we could be of any help to you.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]