Date

Dear Parents/Guardians:

Our school has been profoundly affected by the death of [name of student/teacher]. We would like to offer you, at this time, some additional material that might help you respond to your children at home as they are struggling to understand and recover from this loss in their lives.

Enclosed are some handouts and a list of books that you can read yourself, read with your children or get for them to read.

Please call the school counselor [counselor’s phone number], for further assistance. We will be most interested to talk with you regarding any questions or concerns.

We recognize that this is a difficult time for our school families. We want to be available to support you.

Sincerely,