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Date

Dear Parents/Guardians,

To the School Community:

A very sad thing happened today that I want to share with you. [Detail of event: Give accurate information, using the word 'suicide' for cause of death, i.e., Josephine Smith, our librarian, died by suicide from poisoning herself]

Any person's death is tragic; however, when that person's death is a suicide, it is a different and greater tragedy. There can be many factors which would lead an individual to this course of action. We can never know exactly why.

We do know that we often ask ourselves if there was something we could have done or said. It appears that many individuals did care and reached out in their own way. Depression is a curious and confusing state. Sometimes we can break through its shell and at other times no one can.

We will all miss [name] – family, friends, students, and teachers. If nothing else, I hope we all realize that we must reach out to one another, to be friends, to listen, to help each other to understand that each one of us is important. As difficult as times may get, our lives have value and meaning. If any of us have thoughts of wanting to kill ourselves, tell someone. If we can do this, we can get help. There are people who know how to help and who care.

Counselors, teachers and other support personnel have been, and will continue to be, available for students, teachers and parents on an ongoing basis. Please contact the counselor, [name and number], or call the school office, for assistance.

A Community Support Night is planned for [date time location] for staff and parents.

At that time, we can talk further about how to help ourselves and our children with grief and suicide prevention.

Our thoughts are with [family name] and with each of you.

Sincerely,