[Date]

Mr./Ms. [Last Name]

[Address]

[City], [State] [Zip]

Dear Mr./Ms. [Last Name]:

I was saddened to learn of the loss of your child/spouse, [Student’s First Name]. Please know that my sympathies and thoughts, as well as those of our UALR community, are with you at this time.

If there is anything my UALR colleagues or I can do to assist you in this time of grief, please contact [First and Last Name], Dean of Students, at (501) 569-3328.

Sincerely yours,

Joel E. Anderson

Chancellor