

To:

Subject:

We are sad to learn of the death of <name of deceased> - <id number> on <date of death>. The campus was notified of this student's passing on <date of notification>.

Mr./Ms. <name> attended UCSC from <month, year> to <month, year> as an undergraduate <college name> student with a major in <major>. S/he was <age> years old at the time of her/his death.

Please take all of the necessary steps to change/amend your office's official records. If a mailing address must be maintained, change it to c/o Office of the Registrar.

A memorial service is being planned for <name> on <date> by <family or organization>. (If this information is not available, provide name and contact information for someone who is responsible for planning any memorial activities.)

Sincerely,

Registrar  
University of California, Santa Cruz  
Santa Cruz, California. 95064