

SAMPLE NOTIFICATION EMAIL

Subject Line: DOS Official notice: [Undergraduate/Graduate/Professional] Student Death [NAME] (UID)

UCLA Office of the Dean of Students

This serves as official notification of the passing of [undergraduate/graduate/professional] student [NAME] (UID). [NAME] passed away on [DATE] at [LOCATION]. Please proceed with necessary administrative processes to close [NAME's] records. We may be contacting your offices individually as we assist the family with settling any issues. If there is information the Student's family needs to be made aware of, please share with me. [Additional information as appropriate.]