

CALS Writing Circle: How to Write an Obituary

Traditional Obituary Template

Newspaper will require items in blue + death certificate or letter from mortuary

Announcement of Death: concise statement announcing the death of the individual.	Includes • Full name • Age at Death • City and State of Death • Date of Death • Cause of Death (optional)	[full name], [age], of [death location], peacefully passed away on [date of death] surrounded by loved ones, after a difficult battle with [disease].
Personal Background: a brief overview of the deceased person's background.	Includes • Birth Date • Parents • Birthplace • Education	[first_name] was born on [date_of_birth] to [parents] in [city and state of birth]. After graduating from [name of high school] in [high school graduation year], [first_name] pursued a degree in [college major] at [college name].
Life Accomplishments: highlight significant achievements, milestones, and contributions.	Includes • Occupation • Number of years • Accomplishments • May include details about education, career, awards, memberships, community and church involvement,	After graduation, [first_name] worked in [industry] for over [number of employed years in industry]. [first_name] was passionate about [industry] and loved what they did for a living.
Personal Attributes and Interests: Insights into the deceased person's personality, character, hobbies, and passions.	Includes • Interests, hobbies, talents, unique qualities	[first_name] retired in [year of retirement] after [number of years] in the field. While retired, [first name] had time to pursue [possessive_pronoun] love of [hobbies / interests].

Family and Relationships	Family Life • Spouse • Children (To include spouses of grown children put spouse's name in parentheses following the adult child's name)	In [year they met], [first_name] met [spouse name] at [place of meeting]. [Deceased first name and Spouse first name] have [number of kids] children, [names of kids], [number of] grandchildren, great-grandchildren..
Predeceased by	Family members who have already died	[first_name] was predeceased by [list of family members who have passed away].
Survived by	Family members who are still living	[subject_pronoun_capitalized] is survived by [list of family members who are still alive].
Funeral or Memorial Service Details	Includes • date, time, and location of the service • specific instructions or requests for donations or flowers	Services will be held at [location] on [date] at [time]. In lieu of flowers, please consider a donation to [organization or name of fund].

_____, age _____, died of _____ on _____,
20____, in _____.

_____ is survived by their _____,
of _____; their _____,
of _____; and their _____, of
_____. They are preceded in death by their _____,
of _____; their _____, of _____; and their _____,
_____, of _____.

_____ was born on _____ in _____, _____, to parents
_____ and _____. They graduated
from _____ in _____ with a degree in _____. In
_____, they moved to _____ and accepted a position as a _____ at
_____, where they worked for more than _____.

_____ married _____ in _____ and the couple had _____ children together,
including _____, who died in infancy.

_____ was a social, active person who was deeply involved in _____ for the
majority of their life. They enjoyed _____, _____, and _____.
Their family and friends will always remember them as a _____,
Person.

A funeral is scheduled for _____ on _____, at _____ with a reception to follow at
_____. _____ will officiate. All are welcome to attend and celebrate
_____’s life. The family would like to thank _____ for _____.
Flowers and donations can be sent to _____ at _____.