

Obituary Writing Guide & Template

Use this guide to help gather information and create a meaningful obituary. Replace the placeholder text below with your loved one's details.

Basic Information

[GIVEN NAME] [MIDDLE NAME (AND NICKNAME)] [SURNAME], [AGE], of [CITY], [STATE], passed away on [DATE OF DEATH] in [LOCATION OF DEATH].

Service Details

Funeral service will be held at [LOCATION] on [DATE] at [TIME] with Reverend [NAME] of [CHURCH] officiating. Burial will follow at [CEMETERY NAME], [CEMETERY LOCATION]. Visitation will be held at [LOCATION] on [DATE] at [TIME]. [NAME OF FUNERAL HOME] will be handling the arrangements.

Life Story

[NAME] was born in [LOCATION OF BIRTH] to [PARENT'S NAMES] on [DATE OF BIRTH]. They attended [SCHOOL NAME] and graduated in [YEAR], later earning a [DEGREE TYPE] from [SCHOOL NAME]. They worked as a [JOB TYPE] for [COMPANY] for [NUMBER OF YEARS]. They enjoyed [ACTIVITIES/HOBBIES], received [AWARDS/HONORS], and were involved in [CHARITIES/ORGANIZATIONS].

Family

[NAME] is survived by [RELATION], [NAME] of [CITY]. They are preceded in death by [RELATION], [NAME].

Memorials & Acknowledgements

Memorial donations may be made to [ORGANIZATION NAME], [MAILING ADDRESS]. The family wishes to extend their gratitude to [ORGANIZATION/NAME] [FINAL WORDS].

Notes

Many newspapers charge by the word, so this template is designed to help you include key information efficiently. You can adjust or expand any section as needed to reflect your loved one's life.