

Instructions: Replace all items in *ITALICS* below with the appropriate information.

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

*[NAME] was born in [LOCATION OF BIRTH] to [PARENT'S NAMES] on [DATE OF BIRTH]. He/she went to high school at [SCHOOL NAME] and graduated in [YEAR]. He/she went on to earn a degree/certificate in [DEGREE TYPE] from [SCHOOL NAME]. He/she worked as a [JOB TYPE] for [COMPANY] for [NUMBER OF YEARS]. He/she enjoyed [ACTIVITIES/HOBBIES]. He/she received [AWARDS/HONORS] and was involved in [CHARITIES/ORGANIZATIONS].*

*[NAME] is survived by his/her [RELATION], [NAME] of [CITY]. (List all survivors: spouse children, siblings, parents, grandchildren, nieces and nephews). He/she is preceded in death by his/her [RELATION], [NAME]. (List predeceased: spouse, parents, children and siblings.)*

*Funeral service will be held at [LOCATION] on [DATE] at [TIME]. Burial will follow at [CEMETERY NAME], [CEMETERY LOCATION]. Visitation will be held at [LOCATION] on [DATE] at [TIME].*

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