Basic Obituary Format

[Full name of deceased], age [age at death], died at [place of death] on [day and date of death]. The cause was [cause of death].

Born [date of birth] in [place of birth], [he or she] lived in [cities or towns of residence] and worked [summary of longtime or interesting employers and positions] until retiring in [year of retirement]. [First name of deceased] was a member of [religious, social, or political groups, along with summary of positions held or notable contributions made].

Survivors include [list of survivors, including place of residence]. [First name of deceased] was preceded in death by [names of deceased relatives].

Services will be held at [time, day, and date of funeral or memorial service] at [place of funeral or memorial service, including address]. [Burial or interment] will be at [place of burial or interment, with address and time if open to the public]. Relatives and friends are welcome at [place, address, day, date, and time of visitation or additional gathering].

Memorial contributions are welcome at [Name of group or fund, with contact information, including mailing address].