

Short & Simple Obituary Template

A starting point, not a script. Replace every bracketed prompt and remove anything that does not fit.

The template

[Full name], [age], of [city], died on [date]. [Name] will be remembered for [a quality, interest, or specific memory]. [Name] is survived by [loved ones]. [Confirmed service details or the family's wishes for a private remembrance].

Before you share

Check names, dates, relationships, and confirmed memorial arrangements. Share only details the family wants public. A cause of death is optional. Remove all prompts and fictional sample material from your final tribute.

This PDF is a printable reference, not an interactive form. To type a tribute, use the matching Word file or the website editor. You may personalize this original template for a genuine remembrance and share your completed tribute.

From an outline to a tribute

All people, dates, and circumstances on this page are fictional. Use the writing approach, not the sample facts.

Short newspaper example

Samuel Reed, 84, of Portland, died on August 9, 2025. Known for his patient nature and love of woodworking, Sam found joy in making things for the people he loved. He is survived by his husband, Alex, and his niece, Jo. His family will remember him privately.

Why it works: A single personal detail gives this compact announcement warmth.

Simple announcement with arrangements pending

Robin Ellis, 69, of Madison, died on June 2, 2025. Robin loved local history, long walks, and finding just the right gift for a friend. Robin is survived by a sister, Lee, and a close circle of friends. Memorial arrangements will be shared at a later date.

Why it works: Unconfirmed service plans are acknowledged without inventing a date or venue.