Worked example - a fictional person. Replace every detail with your own.

Margaret Ann Example

Born 04/03/1941 Died 02/11/2026

Known as	Peggy	**Age**	85
Place of birth	Anytown	**Home town**	Anytown

Announcement

Margaret Ann Example (Peggy) passed away peacefully at home on 2 November 2026, aged 85, surrounded by her family. She was a loving wife, mother, grandmother and friend.

Life story

Peggy was born in Anytown and worked at the local library for thirty years. She loved gardening, singing in the church choir and a good game of cards. She will be remembered for her warmth, her sense of humour and her homemade lemon cake.

Family

Beloved wife of the late Frank. Much loved mother of Sam and Jo, grandmother of Alex and Priya.

Funeral and donations

Service	Saturday 21 November 2026, 11:00
Venue	St Example's Church, Anytown
Flowers or donations	Family flowers only, donations to Anytown Gardening Club
Enquiries to	Example and Sons Funeral Directors, 01632 960345

How to use this template

An obituary is a short tribute that tells people about a life and gives details of the funeral. This template gives you a gentle structure, so you can focus on the words.

1. **Gather the key facts.** Full name, dates, family names and funeral details.
2. **Write the announcement first.** A short opening line with the name, date and a simple statement of loss.
3. **Add a few memories.** A job, a hobby or something that made them smile will say more than a long list.
4. **Check names and dates with family.** Ask someone else to read it before you publish it.
5. **Check any word limit and cost.** Newspapers and funeral directors set their own rules and prices.

Take your time and do what feels right for you. The funeral director can help with notices, and GOV.UK has guidance on what to do after a death.