

Funeral Announcement Template

Single sheet or tri-fold

For announcing a death before service is finalised.

Replace every [bracketed] placeholder with your loved one's details.

Print on US Letter cardstock and fold as indicated above.

FRONT COVER

[Photo placeholder]

[Full Name]

[Date of Birth] – [Date of Death]

[Service Type] · [Date] · [Time]

[Location Name]

ORDER OF SERVICE

Welcome — [Officiant]

Opening Prayer — [Name]

Scripture Reading — [Reference] — [Reader]

Hymn — "[Title]" — Congregation

Eulogy — [Name, Relationship]

Sharing of Memories — Family & Friends

Hymn — "[Title]" — Congregation

Closing Prayer / Benediction — [Officiant]

Recessional

LIFE STORY

[2–3 short paragraphs covering: where they were born, family, career or calling, hobbies and passions, what they will be remembered for.]

SURVIVED BY

[Spouse]

[Children and their spouses]

[Grandchildren]

[Siblings]

[Other relatives and beloved friends]

PRECEDED IN DEATH BY

[Parents, spouse, siblings, children — as applicable]

PALLBEARERS

[Name 1]

[Name 2]

[Name 3]

[Name 4]

[Name 5]

[Name 6]

ACKNOWLEDGEMENT

The family of [Name] wishes to thank everyone for the kindness, prayers, and support shown during this difficult time. Your love means more than words can express.

INTERMENT & RECEPTION

Interment: [Cemetery Name], [Address]

Reception to follow at: [Location], [Address]