

Funeral Notice Template

It is with sadness that the (Agency Name / Organization Name) announces the death of (Title – if retired, that should precede the title). (Title) died (Date of Death).

(Title) served the (Agency Name) for XX years. You can insert other demographic information related to the officers service here.

Family demographics can be inserted here.

Visitation will be held from (Time) (Date) at (Location name and address).

Casket vigil honors will be afforded. Please contact (name, phone, email)

Uniformed Member walk-through will occur at (Time)

Funeral Services (or memorial services) will be held (Time) (Date) at (Location name and address).

Burial will follow at (Cemetery name) or Inurnment will follow at (cemetery name) or omit if applicable.

Apparatus staging manager: (Name, phone, email)

Honor Guard Coordinator (Name, phone, email)

Memorials can be made to (insert organization name and address)

Example:

It is with sadness that the ABC Fire Department and IAFF Local 9999 announces the death of Retired Engineer Harry Jones. Retired Engineer Jones died February 1st, 2016.

Retired Engineer Jones served the ABC Fire Department for 18 years, and received numerous awards including the life saving award.

Retired Engineer Jones is survived by his son Bob.

Visitation will be held from 3PM – 7PM at the ABC Funeral Home, 123 Main Street, Anytown MO.

Casket vigil honors will be afforded. Please contact Dept. Chief Smith at 123-456-7890

A Uniformed Member walkthrough will occur at 7PM.

Funeral Services will be held at 10AM at the First United Church, 456 Maple Ave, Anytown MO. Burial is private and services will conclude at the church.

Apparatus is not being requested.