



<date>

ACADEMIC PERSONNEL OFFICE, Director APO  
ALUMNI OFFICE, Director Alumni Engagement  
CAMPUS PAYROLL, Payroll Manager  
CAMPUS PROVOST & EXECUTIVE VICE CHANCELLOR (cpevc@ucsc.edu)  
CHANCELLOR'S OFFICE (chancellor@ucsc.edu) and Executive Assistant  
EMPLOYEE HOUSING PROGRAM, Housing Manager  
INFORMATION TECHNOLOGY, Accounts Coordinator (acct2itr@ucsc)  
LIBRARY, Associate University Librarian  
NEWS AND MEDIA RELATIONS, Director  
RISK SERVICES, Director  
TRANSPORTATION AND PARKING SERVICES, Director  
UC POLICE DEPARTMENT, Chief of Police

Subject: Deceased Academic Appointee

Our office has been notified of the death of <title>, <name of deceased>, on <date>. <first name> was a <faculty member, lecturer, etc.> from <year> to <year> in the <department name>.

Please take all of the necessary steps to change/amend your office's official records.

The Academic Incident Coordinator is designated to act as the single point of contact to the family for all university matters. Please let me know if your office has a business need to collect more information.

Sincerely,

<Academic Incident Coordinator>

<title>

<department>

University of California, Santa Cruz  
Santa Cruz, California 95064