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