

Death Claim Letter

Subject: Death Claim for Policyholder [Policyholder's Name], Policy No. [Policy Number]

Dear Sir/Madam,

I am writing to inform you about the unfortunate demise of my [relationship to the deceased], [Policyholder's Name], who held a life insurance policy with your esteemed company. I regret to inform you that [he/she] passed away on [Date of Death].

I kindly request your assistance in initiating the claims process for the aforementioned life insurance policy. Please find enclosed the necessary documents and information required to process the claim:

1. Certified copy of the policyholder's death certificate.
2. Completed claim form, as provided by your company.
3. Proof of my identification (copy of my driver's license/passport).
4. Any additional documents or forms that are required to process this claim.

I would appreciate if you could guide me through the necessary steps and provide any further instructions or documents that may be required from my end. Please inform me of any additional information or forms needed, and I will promptly provide them to ensure a smooth and efficient claims process.

I would also like to inquire about the timeline for the processing of this claim. Any information you can provide on the estimated time frame for claim settlement would be greatly appreciated.

If there are any outstanding premiums or dues, please deduct them from the policy's accumulated value, if applicable. Furthermore, I kindly request that you provide me with details regarding any additional benefits or riders that may be applicable under the policy.

Please note that I am open to meeting with your representative, should it be necessary, to expedite the claim process or to clarify any further requirements.

I understand that losing a loved one is a challenging time, and I appreciate your support and cooperation in helping me navigate through the claim process. I trust in your company's

professionalism and expertise in handling such matters, and I am confident that you will provide a prompt and fair resolution.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or have any questions regarding this claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]