

# Formal Death Claim Notification to Life Insurance

Subject: Death Claim Notification - Policy Number [Policy Number]

Dear Claims Department,

I am writing to formally notify you of the death of [Deceased's Full Name], who was the insured under life insurance policy number [Policy Number]. [He/She] passed away on [Date of Death] at [Location].

I am [Relationship to deceased] and am requesting to file a death claim under the above-mentioned policy. Please find the following required documents enclosed:

- Certified copy of death certificate
- Copy of policy document
- Completed claim form (if available)
- Proof of my identity as beneficiary

The deceased was [Age] years old at the time of death. The cause of death was [Cause of Death] as stated in the attached death certificate.

Please send me all necessary claim forms and inform me of any additional documentation required to process this claim. I would appreciate your prompt attention to this matter during this difficult time.

I can be reached at [Phone Number] or [Email Address] for any questions or additional information needed.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Date]

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