

Professional Death Benefit Claim to HR Department

Subject: Death Benefit Claim - Employee [Employee Name]

Dear Human Resources Department,

I hope this email finds you well during this difficult time. I am writing to inform you of the death of [Employee's Full Name], who was employed as [Job Title] in the [Department] department.

[Employee Name] passed away on [Date of Death] due to [Cause of Death]. I am [Relationship] and have been designated as the beneficiary for any applicable death benefits.

I would like to initiate the process for claiming any available death benefits, including:

- Group life insurance benefits
- Pension or retirement fund death benefits
- Unused vacation or sick leave compensation
- Any other applicable death benefits

Please advise me on the required procedures and documentation needed to process these claims. I have attached a certified copy of the death certificate for your records.

Please contact me at [Phone Number] or [Email Address] if you need any additional information or documentation.

Thank you for your understanding and assistance during this challenging time.

Best regards,

[Your Full Name]

[Your Contact Information]

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