

Formal Pension Death Benefits Claim

Subject: Death Benefit Claim - Pension Plan Member [Member Number]

Dear Pension Fund Administrator,

I am writing to notify you of the death of [Deceased's Full Name], who was a member of your pension plan under member number [Member Number].

[He/She] passed away on [Date of Death] at [Location]. I am [Relationship] and am writing to claim any death benefits available under the pension plan.

According to my understanding of the plan terms, I may be entitled to:

- Death benefit payment
- Survivor pension benefits
- Return of contributions (if applicable)

Please find enclosed:

- Certified death certificate
- Marriage certificate (if applicable)
- Birth certificate (for age verification)
- Completed beneficiary forms

I would appreciate receiving information about the benefit calculation, payment schedule, and any additional requirements for processing this claim.

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

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Full Name]

[Your Address]

[Date]

Get more templates here: <https://www.lettersandtemplates.com/letters/death-claim-letter>