

Endowment Claim Letter

Subject: Endowment Claim for Policy Number [Policy Number]

Dear Sir/Madam,

I am writing to submit a claim for the endowment policy mentioned above. As a policyholder, I believe I have fulfilled all the necessary requirements to be eligible for the endowment payout. I would like to provide you with the relevant details and supporting documents for your review and processing of my claim.

Policy Details:

Policyholder Name: [Your Full Name]

Policy Number: [Policy Number]

Policy Start Date: [Policy Start Date]

Policy Maturity Date: [Policy Maturity Date]

I have made regular premium payments throughout the policy term and have fulfilled the required duration for the endowment policy. I am now requesting the full payout of the endowment value, as stated in the terms and conditions of the policy.

To support my claim, I have enclosed the following documents:

1. Policy Document: A copy of the original policy document, clearly indicating the terms and conditions, including the maturity benefits.
2. Premium Payment Records: Copies of all premium payment receipts for the entire policy term, demonstrating my consistent payment history.
3. Identity Proof: A photocopy of my valid identification document (e.g., passport, driver's license) for verification purposes.
4. Bank Account Details: Please find enclosed a copy of my bank account statement or voided check, providing the necessary information for the fund transfer.

I kindly request that you promptly review my claim and process it as per the terms of the policy. If there are any additional documents or information required, please inform me immediately so that I

can provide them promptly.

I expect a timely response regarding the status of my claim. Should you need any further information or have any questions regarding my claim, please do not hesitate to contact me at the phone number or email address provided above.

I appreciate your attention to this matter and look forward to a prompt resolution of my claim. Thank you for your cooperation.

Yours sincerely,

[Your Full Name]