

formal endowment claim request

Subject: Endowment Claim Request - Policy No. [Policy Number]

Dear Claims Department,

I am writing to formally request the payout of my endowment policy that has reached maturity.

The policy details are as follows:

Policy Number: [Policy Number]

Policy Holder: [Your Full Name]

Date of Policy Commencement: [Start Date]

Maturity Date: [End Date]

Sum Assured: [Amount]

I have been a loyal policyholder for [number] years and have paid all premiums on time. As the policy has now matured, I kindly request you to process the endowment claim at your earliest convenience.

Please find enclosed the following documents:

- Original policy document
- Premium payment receipts
- Identity proof
- Address proof
- Bank account details for direct transfer

I would appreciate if you could confirm receipt of this claim and provide an estimated timeline for processing. Should you require any additional documentation, please contact me at [phone number] or [email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Date]

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