

beneficiary claim request

Subject: Death Claim for Endowment Policy - Policy No. [Policy Number]

Dear Sir/Madam,

I am writing to claim the benefits under the endowment policy held by my late [relationship], [Deceased Name], who passed away on [Date of Death].

Policy Details:

Policy Number: [Policy Number]

Deceased Policyholder: [Full Name]

Date of Death: [Date]

Beneficiary: [Your Name]

Relationship: [Spouse/Child/Parent/etc.]

I am the named beneficiary under this policy and am entitled to the death benefit as per the policy terms. The cause of death was [natural causes/accident/illness] and occurred [before/after] the policy maturity date.

Enclosed please find:

- Death certificate (certified copy)
- Original policy document
- Beneficiary identification documents
- Medical reports (if applicable)
- Legal heir certificate (if required)
- Claim form duly filled and signed

This is a difficult time for our family, and I would be grateful if you could expedite the claim process. Please let me know if any additional documents are required.

I look forward to your prompt response.

Respectfully yours,

[Your Name]

[Contact Details]

[Date]

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