

# Life Insurance Claim Letter

Subject: Life Insurance Claim - Policy No. [Policy Number]

Dear Claims Department,

I hope this letter finds you well. I am writing to file a life insurance claim for the policy held by my late [relationship to deceased], [Name of Deceased], who passed away on [Date of Death].

I have attached the necessary documents and information required to process the claim:

1. Certified copy of the death certificate of [Name of Deceased]
2. Completed claim form (enclosed)
3. Original policy document
4. Proof of my identification (driver's license, passport, etc.)
5. Proof of relationship to the deceased (birth certificate, marriage certificate, etc.)
6. Any other supporting documents as specified by your company

I kindly request you to initiate the claim process and inform me of any additional documents or forms required. Please provide clear guidance on the steps I need to take and the timeframe for the claim settlement.

If there are any concerns or questions regarding the submitted documentation, please contact me at the phone number or email address mentioned above. I would be grateful if you could acknowledge the receipt of this claim letter and provide me with a claim reference number for future correspondence.

Please note that the funds from this life insurance policy will be used to cover funeral expenses and outstanding financial obligations. I appreciate your prompt attention to this matter and the support you provide during this difficult time.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]