

Formal Life Insurance Claim Letter

Subject: Life Insurance Claim for Policy [Policy Number]

Dear Sir/Madam,

I am writing to formally file a claim for the life insurance policy held by the late [Name of Deceased].

The policy number is [Policy Number], and I am the beneficiary as per the policy records.

Attached are all necessary documents, including the death certificate, proof of identity, and policy documents. Kindly process this claim at the earliest and inform me if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

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