

# Beneficiary Notification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Beneficiary's Name]

[Beneficiary's Address]

[City, State, Zip Code]

Dear [Beneficiary's Name],

We hope this letter finds you well. It is with a heavy heart that we inform you of the passing of [Deceased's Name], who held a life insurance policy with our company.

As the designated beneficiary of the policy, you are entitled to receive the death benefit amount of [Amount] in accordance with the terms of the policy. We understand that this is a difficult time for you, and we want to assist you in processing this claim as smoothly as possible.

To initiate the claim, please complete the enclosed claim form and return it along with the necessary documentation, including a certified copy of the death certificate. You may also contact us at [Customer Service Phone Number] or [Customer Service Email] for any assistance you may need during this process.

Thank you for your understanding, and please accept our sincere condolences during this challenging time.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]