

# Claimant's Informal Submission for Beneficiary Rights

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Informal Submission for Beneficiary Rights

Dear [Recipient's Name],

I hope this message finds you well. I am writing to informally submit my claim regarding my rights as a beneficiary for [specific account, policy, or estate]. As [your relationship to the deceased or relevant party], I believe I am entitled to the benefits outlined in [specific documents or agreements].

Enclosed/Attached are the following documents that support my claim:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request your assistance in processing my claim at your earliest convenience. If you need any further information or documentation, please do not hesitate to reach out to me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]