

# Beneficiary Claim Letter for Property Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my claim as a beneficiary for the transfer of property owned by [Deceased Person's Name], who passed away on [Date of Death]. As per the will and the terms outlined therein, I am entitled to the transfer of the property located at [Property Address].

Attached are copies of the required documents including:

- Death Certificate
- Last Will and Testament
- Proof of Identity

- Any other relevant documents

I appreciate your attention to this matter and look forward to your prompt response regarding the next steps in this process.

Thank you for your assistance.

Sincerely,

[Your Name]