

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Name],

I am writing to formally notify you of the passing of [Deceased's Full Name], policy number [Policy Number], who passed away on [Date of Death].

As the [relation to deceased, e.g., spouse, child, executor], I kindly request that you provide guidance on the necessary steps to process the claim associated with the aforementioned policy.

Enclosed are copies of the death certificate and any additional documentation required for your records.

Thank you for your attention to this matter. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]