

# Request for Life Insurance Policy Payout

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Insurance Company/Claims Adjuster's Name],

I am writing to formally request the payout for the life insurance policy held by [Deceased's Name], who passed away on [Date of Death]. The details of the policy are as follows:

- Policy Number: [Policy Number]
- Insured Person: [Deceased's Full Name]
- Policy Holder: [Your Relationship to Deceased]

Attached are the necessary documents required for processing the claim, including:

- Death Certificate
- Policy Document
- Claim Form
- [Any other relevant documents]

I would appreciate your prompt attention to this matter, and I look forward to your response regarding the processing of this claim. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]