

Notification of Policyholder's Death

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Provider Name]

[Insurance Provider Address]

[City, State, Zip Code]

Dear [Insurance Provider Name],

I am writing to formally notify you of the passing of [Policyholder's Name], who held an insurance policy with your company (Policy Number: [Insert Policy Number]). The policyholder passed away on [Insert Date of Death].

Please find attached a copy of the death certificate for your records. As the [relationship to the policyholder], I would like to request details regarding the claims process and any necessary steps to settle the policy.

If you require any further information or documentation, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]