

Notification of Death of Policyholder

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Notification of Death of [Policyholder's Name]

Dear [Insurance Company Representative's Name or "To Whom It May Concern"],

I am writing to formally notify you of the death of [Policyholder's Full Name], who held an insurance policy (Policy Number: [Policy Number]) with your company. [He/She/They] passed away on [Date of Death].

Enclosed are the necessary documents, including a copy of the death certificate, to facilitate the processing of the claim. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Name]

[Your Relationship to the Policyholder]