

[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 inform you of the passing of the insured, [Insured's Name], who held policy number [Policy Number]. Unfortunately, [he/she/they] passed away on [Date of Passing].

Enclosed you will find a copy of the death certificate along with any other required documents to facilitate the processing of the claim. Please let me know if there are any additional forms or information you need from my side.

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

Sincerely,

[Your Name]  
[Your Relationship to Insured]