

Notification of Death

Date: [Insert Date]

To,

[Insurance Provider's Name]

[Insurance Provider's Address]

Subject: Notification of Death of Insured Individual

Dear [Insurance Provider's Name],

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

As the beneficiary named in the policy, I kindly request that you initiate the claims process and provide guidance on the necessary documentation required.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]