

Notification of Unfortunate Passing

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of the passing of [Insured's Name], who held a policy with your agency, Policy Number: [Policy Number]. Unfortunately, [he/she/they] passed away on [Date of Passing].

As a beneficiary of the aforementioned policy, I kindly request guidance on the next steps to take in processing the claim. Please let me know if any documentation is required to facilitate this process.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]