

# Life Insurance Maturity Claim Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your life insurance policy with policy number [Policy Number] has matured on [Maturity Date].

As per the policy terms and conditions, you are eligible to claim the maturity benefits amounting to [Claim Amount]. Please find the details of the claim process below:

1. Fill out the maturity claim form enclosed with this letter.
2. Attach the required documents, including a copy of your ID and the original policy document.
3. Submit the claim form and documents to your nearest [Insurance Company Name] branch.

We advise you to complete the claim submission by [Submission Deadline]. For any queries or assistance, feel free to contact our customer service at [Customer Service Contact].

Thank you for choosing [Insurance Company Name] for your insurance needs.

Sincerely,

[Your Name]

[Your Title]

[Insurance Company Name]