

Beneficiary Claim Payment Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Beneficiary Claim Payment

Dear [Claims Adjuster/Specific Contact Name],

I hope this letter finds you well. I am writing to formally request the payment of the insurance claim under the policy number [Policy Number], following the unfortunate passing of [Deceased's Name] on [Date of Death]. As the designated beneficiary, I would like to initiate the claim process and seek the disbursement of the benefits owed to me.

Attached you will find the necessary documentation to support my claim, including:

- Copy of the death certificate
- Policy documents
- Identification proof
- [Additional documents if necessary]

Please let me know if there are any additional forms or information required to expedite this process. I kindly request a prompt response regarding my claim status and the estimated timeline for payment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]