

# Beneficiary Financial Claim Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a financial claim as a beneficiary under [mention the policy, account, or program name]. Following the recent events concerning [briefly describe the situation, e.g., the passing of the policyholder], I would like to initiate the claim process.

For your reference, I have enclosed the necessary documentation that includes:

- A copy of the death certificate
- A copy of the policy document
- Any identification documents required
- [Any other relevant documents]

Please let me know if any additional information is required to process this claim. I would appreciate your prompt attention to this matter as it is of great importance to me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]