

Claim Request for Beneficiary Funds

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of beneficiary funds related to the [Policy/Account Name or Number] for [Deceased's Name], who passed away on [Date of Death]. As the designated beneficiary, I am entitled to these funds, and I would like to initiate the claims process.

Enclosed with this letter, please find the following documents to support my claim:

- Copy of the Death Certificate
- Copy of the Insurance Policy or Account documents
- My Identification Proof
- Any other relevant documents

Please let me know if you require any additional information or documentation to facilitate this process. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]