

Insurance Proceeds Allocation Notification

Date: [Insert Date]

To: [Beneficiary's Name]
[Beneficiary's Address]
[City, State, Zip Code]

Dear [Beneficiary's Name],

We are writing to inform you about the allocation of insurance proceeds related to the life insurance policy of [Insured's Name], policy number [Policy Number], which was underwritten by [Insurance Company Name].

After a thorough review of the policy and the applicable beneficiaries, we are pleased to announce that you have been designated as a beneficiary entitled to receive a portion of the policy proceeds.

Proceeds Allocation:

- Beneficiary Name: [Beneficiary's Name]
- Amount Allocated: \$[Amount]

The total amount of insurance proceeds to be disbursed is \$[Total Amount]. The allocation has been made according to the terms outlined in the policy.

Please ensure that you provide us with your preferred method of receiving these proceeds, whether by check or direct deposit to your bank account. You may reach us at [Contact Number] or [Email Address] for further assistance.

We extend our deepest sympathies during this difficult time and appreciate your patience as we process this matter.

Sincerely,

[Your Name]
[Your Title]
[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]
[Contact Number]
[Email Address]