

# Death Benefit Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a claim for the death benefits associated with the retirement plan of my late [relation, e.g., spouse, parent, etc.], [Deceased's Name], who passed away on [Date of Death]. The necessary documentation is included to facilitate the processing of this claim.

Details of the deceased:

- Name: [Deceased's Name]
- Social Security Number: [Deceased's SSN]
- Retirement Plan Number: [Retirement Plan Number]

As the [relation, e.g., spouse, designated beneficiary], I request that the benefits be disbursed to me in accordance with the terms of the retirement plan.

Enclosed with this letter are the following documents:

- Copy of the death certificate
- Copy of the retirement plan statement
- Completed claim form (if applicable)
- Proof of relationship (e.g., marriage certificate)

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or documentation to process this claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]