

# Inquiry Regarding Life Insurance Policy Payout

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Insurance Company's Contact Person],

I hope this message finds you well. I am writing to inquire about the payout process for a life insurance policy held with your company. The details of the policy are as follows:

- Policy Number: [Insert Policy Number]
- Insured's Name: [Insert Name]
- Date of Policy Issuance: [Insert Date]

Unfortunately, the insured has recently passed away, and I would like to understand the necessary steps and documentation required to process the payout. Please let me know if there are any forms that need to be completed or information you need from my side.

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

Sincerely,

[Your Name]