

From,  
(Your Name)  
(Address)  
(Date)

To,  
The Branch Manager  
(Insurance Company)  
(Address)

Ref: Sad demise of my \_\_\_\_\_ Mr./Mrs. \_\_\_\_\_ who was the holder of Insurance Policy  
No. \_\_\_\_\_

Dear Sir,

With extreme regret I have to inform you that my husband \_\_\_\_\_ who was the holder of Insurance Policy No.  
\_\_\_\_\_ expired on \_\_\_\_\_ (Date) due to \_\_\_\_\_ (reason).

Being the nominee of the said Policy, as mentioned therein, I enclose following documents to enable claim  
settlement.

- (1) The death certificate dated \_\_\_\_\_ (in original/attested copy).
- (2) My identity proof
- (3) Policy Bond in original, bearing the number \_\_\_\_\_.
- (4) Copy of my Bank pass book/ Cancelled cheque leaf (Bank Account Details)
- (5) Claimant's Statement (3783 A)

Details of my Banker and Savings Account are as follows:

Account Number \_\_\_\_\_  
Bank Name \_\_\_\_\_  
IFS Code \_\_\_\_\_  
MICR Code \_\_\_\_\_

I would now request you to take expeditious action in settling the insured amount to the aforementioned bank  
account.

Thanking you,

Yours faithfully,  
(Your Name)  
(Your Address)  
Mobile Number: \_\_\_\_\_