

[Date]

[Beneficiary Name]

[Address Line 1]

[Address Line 2]

Subject: Important Information Regarding Life Insurance Policy for [Deceased Name]

Dear [Beneficiary Name],

Please accept our deepest condolences for your loss. We are writing to introduce ourselves as the representing agency for the life insurance policy held by [Deceased Name].

Our goal is to assist you during this difficult time by making the claims process as straightforward as possible. As the designated beneficiary, you are entitled to the benefits of this policy, and we are here to guide you through every step of the filing procedure.

To begin the process, we will need to collect the following documents:

- A certified copy of the death certificate.
- The original policy document (if available).
- Completed claim forms (attached to this letter).
- A copy of your valid government-issued identification.

Once you have gathered these documents, or if you have any questions regarding the requirements, please contact our office directly at [Phone Number] or via email at [Email Address]. We are available [Days/Hours] to provide support.

We understand this is a sensitive time and we are committed to handling your claim with the utmost care and efficiency.

Sincerely,

[Your Name/Agent Name]

[Agency Name]

[Phone Number]

[Website]