

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Branch Manager
State Bank of India
[Branch Address]

[City, State, Zip Code]

Subject: Death Claim Request for Policy Number [Policy Number]

Dear Sir/Madam,

I am writing to formally request the processing of a death claim for the account/policy held by [Deceased's Name], who passed away on [Date of Death]. The details are as follows:

1. Name of the Deceased: [Deceased's Name]
2. Account/Policy Number: [Account/Policy Number]
3. Relation to the Deceased: [Your Relation]
4. Date of Death: [Date of Death]
5. Death Certificate: [Enclosed/Attached]
6. Any additional documents: [List any additional documents, e.g., ID Proof, KYC of the claimant]

I kindly request the necessary claim settlement at your earliest convenience. If you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Relationship to Deceased]
[Signature (if sending a hard copy)]