

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

The Branch Manager
SBI Bank

[Branch Address]
[City, State, ZIP Code]

Subject: Death Claim Request for [Account Holder's Name]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally submit a death claim for the account held by my [relation, e.g., father, mother] Mr./Ms. [Account Holder's Name], who passed away on [date of death].

Account Details:

Account Holder's Name: [Full Name]

Account Number: [Account Number]

Date of Birth: [DOB]

Date of Death: [Date]

I have attached the following documents to support the claim:

1. Original death certificate
2. Copy of the deceased's [photo ID, passbook, etc.]
3. Copy of my [relationship identifier, e.g., birth certificate, marriage certificate]
4. Any other relevant documents

I kindly request you to process this claim at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]