

[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: Claim for Death Benefit

Dear Sir/Madam,

I, [Your Name], am writing to formally submit a claim for the death benefit of my [relation to deceased, e.g., father, mother, spouse], [Deceased's Name], who passed away on [Date of Death].

The account details are as follows:

- Account Holder's Name: [Deceased's Name]
- Account Number: [Account Number]
- Policy Number: [If applicable]

Enclosed with this letter are the following documents for your kind assistance in processing the claim:

1. Copy of the Death Certificate
2. Identity Proof of Claimant
3. Legal Heir Certificate (If applicable)
4. [Any other relevant documents]

I request you to process this claim at your earliest convenience. Should you need any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]