

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

Customer Service  
SBI Life Insurance

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

Subject: Claim Request for Deceased Policyholder - Policy No. [Policy Number]

Dear Sir/Madam,

I am writing to formally request the settlement of the insurance claim for the policyholder, [Deceased Policyholder's Name], who unfortunately passed away on [Date of Death]. The policy details are as follows:

- Policy Number: [Policy Number]
- Policyholder's Name: [Deceased Policyholder's Name]
- Relation to Claimant: [Your Relationship with the Deceased]

Attached to this letter are the necessary documents required for processing the claim:

1. Original policy document
2. Death certificate
3. Proof of identity and relationship to the deceased (such as [List relevant documents, e.g., Aadhaar card, marriage certificate])
4. Claim form (if applicable)

I kindly request a prompt processing of this claim. Please feel free to reach out to me at the provided contact information for any further information or clarifications needed.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]