

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

The Manager

SBI Bank

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

Subject: Request for Death Claim Payment

Dear Sir/Madam,

I am writing to formally request the disbursement of the death claim for my deceased [relation, e.g., father, mother, husband, wife], [Deceased's Name], who held an account with your bank (Account Number: [Account Number]).

[Deceased's Name] passed away on [Date of Death], and I have attached the required documentation, including:

1. Copy of the death certificate
2. Copy of the bank account passbook/statement
3. [Any other relevant documents]

As the nominee/beneficiary, I kindly ask for your assistance in processing this claim at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Deceased]