

[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: Application for Death Claim Settlement - Policy No. [Policy Number]

Dear Sir/Madam,

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

- Policy Number: [Policy Number]
- Policyholder's Name: [Deceased's Name]
- Date of Death: [Date of Death]
- Relationship to the Policyholder: [Your Relationship]

Please find attached the required documents for processing the claim:

1. Original Policy Document
2. Death Certificate (attested copy)
3. Claim Form (completed)
4. [Any other documents, e.g., KYC of the claimant, ID proof, etc.]

I kindly request you to initiate the claim settlement process 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 Name]