

[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. [Insert Policy Number]

Dear Sir/Madam,

I am writing to formally request the settlement of the death claim for my [relation, e.g., father/mother/spouse], [Deceased's Name], who passed away on [Date of Death]. The details of the policy are as follows:

- Name of the Life Assured: [Deceased's Name]
- Policy Number: [Insert Policy Number]
- Date of Policy Issuance: [Insert Date]

I have enclosed the necessary documents to support my claim, which include:

1. Original Policy Document
2. Death Certificate (Attested)
3. Claim Form (Filled)
4. Identity Proof of Claimant
5. [Any other relevant documents]

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

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Deceased]