10,	
Branch Manager, LIC of India, Brach Office.	
Dear sir,	
Re. Death Intimation of Late ————	Policy No
This is to inform you that late————————————————————————————————————	-s/o Has expired on dated
<ul> <li>Policy Number</li> <li>Name of the Claimant</li> <li>Name of the Life Assured</li> <li>Name of the Life Assured</li> <li>Date of Death/Event of the</li> <li>Date of Death/Event of the Life Assured</li> <li>Contact Details</li> </ul>	:: :: :: :: :
I request you to settle the death claim under his policy no. ———————————————————————————————————	
Enclosed herewith death certificate and requisite forms for the same.	
Thanking you.	
Yours Faithfully,	
Signature of Claimant)	
Name————— Address ———	
Place : — — — — — — — — — — — — — — — — — —	