

Date.....

The Manager
Life Insurance Claims
Royal Insurance Corporation of Bhutan Ltd
..... Branch

Sub: **Intimation Letter of Death**

Dear Sir/Madam,

I would like to inform your Office that my who was the policy holder of the Life Insurance Policy(S), a., b....., c....., d..... e.....

passed away on due toI being the nominee/assignee of the policy, would like to request your Office to kindly process the claim as per the terms and conditions of the policies mentioned.

I enclose following documents to enable claim settlement.

- a. Claimant’s Statement. YES/NO
- b. Certificate by Employer. YES/NO
- c. Proof of Death. YES/NO
- d. CID copy (a CID copy of both the deceased and the nominee). YES/NO
- e. Original Policy Document. YES/NO
- f. Investigation Report (In case of Early death claim). YES/NO
- g. Medical Documents if any. YES/NO
- h. Police Report in case of death due to Road Traffic Accident (RTA). YES/NO

Thanking you,

Signature:

Name

Address:.....

Contact No. A/C NO: