

**To**

The Branch Manager,  
LIC Office,  
Jagatsinghpur, Odisha

**Subject:** Request for Death Claims of Late Shreemanta Kumar Samal

**Respected Sir,**

With due respect, I, Binapani Samal, W/O Late Shreemanta Kumar Samal, would like to inform you that my husband, who was the policyholder of a life insurance policy with your office, passed away on 23rd March 2025 after a prolonged illness. I am writing this application to request the necessary assistance and procedure for claiming the death benefits under his policy.

Kindly guide me on the required documentation and steps for processing the claim. I am ready to provide any documents and information you may need for the same. A copy of his death certificate, along with other necessary papers, will be submitted along with this application.

I request you to kindly process the death claim at the earliest and provide any further instructions or requirements.

**Thank you for your attention to this matter.**

**Yours faithfully,**  
Binapani Samal

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