

Date - \_\_\_\_\_

To,

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\_\_\_\_\_  
\_\_\_\_\_

**Sub: Amounts due under the \_\_\_\_\_ Policy of the  
Company.**

Dear Sir,

My husband, the late Shri. \_\_\_\_\_ was working in your company until \_\_\_\_\_ . On \_\_\_\_\_, on account of \_\_\_\_\_, my husband passed away, leaving behind myself and my \_\_\_\_\_ children.

Prior to his death, my husband informed me that as per your Company policy, in the event of his death, the Company would release a certain amount as \_\_\_\_\_, and my husband informed me that he had nominated me to receive the said amount under the Policy. On that basis, I am now writing to you to kindly release the amount due under the Company policy to me, since I am the only nominee of my late husband.

Please release the said amount to me as soon as possible as I require the same to take care of my children and myself.

Yours faithfully,