**Direct Claim Letter**

Sample Template

                                Date:\_\_\_\_\_\_\_\_\_\_\_

From

Name of the Insurance Claiming Person

Address \_\_\_\_\_\_\_\_\_\_

Email ID \_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_

To,

Name of the Person

Designation

Organization Name

Address \_\_\_\_\_\_\_\_\_\_\_

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

Dear Sir/ Madam,

**SUBJECT: DIRECT CLAIM LETTER**

I am writing this letter as my notice for all the outstanding payments that owe me. In my files, it shows that you owe me an amount total of Rs. \_\_\_\_\_\_\_\_\_\_\_\_/- in debt and that already includes the necessary extra charges. Let me remind you that in a month time, you need to make a full payment.

Also, to avoid having to pay a large amount, we have agreed that you will be paying a certain fraction of the amount every month but you constantly fail to make the payment.

I hope to hear your response for me to know about your thoughts concerning this big amount. I will appreciate an effort from you in order to avoid any problem in the future.

Yours Faithfully,

Name of the Insurance Claiming Person