

Date: _____

To,
The Claims Manager

(Name of Insurance Company)

(Address)

Subject: Group Insurance Claim Intimation

Dear Sir/Madam,

We would like to intimate you regarding a claim under the Group Insurance Policy, bearing Policy No. _____ issued in favor of (Company/Organization Name).

The details of the insured member and incident are as follows:

Name of the Insured Member	:	_____
Employee ID/Member No.	:	_____
Date of Incident	:	_____
Nature of Claim (e.g., Death, Hospitalization)	:	_____
Details of Incident	:	_____

Kindly guide us with the claim procedure and the documents required for processing this claim. Please acknowledge the receipt of this intimation and contact us for any further information or clarification.

Thank you for your prompt attention.

Yours faithfully,

Authorized Signatory

(Name & Designation)

(Company/Organization Name)

Contact No.: _____

Email: _____