

Informal Claim Application for Beneficiaries

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit an informal claim for the benefits entitled to me as a beneficiary of [specify the policy, fund, or service].

As per the guidelines, I have attached all required documents for your review:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request you to process my claim at your earliest convenience. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]