

# Informal Claim Submission for Beneficiary Assistance

Date: [Insert Date]

To: [Beneficiary Assistance Department]

From: [Your Name]

Address: [Your Address]

Contact: [Your Phone Number]

Email: [Your Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to informally submit a claim for beneficiary assistance concerning [briefly describe the situation or reason for the claim].

Details of my situation are as follows:

- Full Name: [Your Full Name]
- Beneficiary ID: [Your Beneficiary ID]
- Assistance Requested: [Describe the assistance needed]
- Additional Information: [Any additional relevant details]

I would appreciate your guidance on the next steps to formalize this claim. Please let me know if you need any further information or documentation from my end.

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

Sincerely,

[Your Name]