

Request for Job Loss Insurance Benefits

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Contact/Claims Department],

I am writing to formally request the benefits available to me under my job loss insurance policy, policy number [Your Policy Number]. Due to [reason for job loss, e.g., layoffs, termination], I am now eligible to receive the benefits as outlined in my policy.

Please find attached the necessary documentation, including [list of documents such as termination letter, proof of employment, etc.]. I would appreciate your prompt attention to this matter, as these benefits are crucial for my financial stability during this time.

Thank you for your assistance. I look forward to your timely response.

Sincerely,

[Your Name]