

Notification for Extra Claim Submissions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we are currently accepting extra claim submissions for the [specific period or event]. If you believe you have additional claims that have not yet been submitted, we encourage you to take this opportunity.

Please ensure that all relevant documentation is included with your extra claim submissions. The deadline for submissions is [Insert Deadline]. Late submissions may result in delays or non-processing of claims.

If you have any questions regarding the submission process or require assistance, please do not hesitate to reach out to our claims department at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]