

# Insurance Claim Eligibility Criteria

Date: [Insert Date]

To: [Applicant's Name]

[Applicant's Address]

Dear [Applicant's Name],

We appreciate your interest in submitting a claim for your insurance policy with us. To assist you in understanding the eligibility criteria, please find the details below:

## Eligibility Criteria for Insurance Claims:

- The insurance policy must be active and in good standing at the time of the incident.
- The claim must be submitted within [insert time frame] from the date of the incident.
- All required documents, including [list documents], must be submitted alongside your claim.
- The incident must fall within the coverage parameters outlined in your policy.
- Claims for damages must be substantiated with appropriate evidence, such as photographs, receipts, or police reports.

If you fulfill the above criteria and require further assistance when submitting your claim, please do not hesitate to contact our claims department at [contact information].

Thank you for choosing [Insurance Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Contact Information]