

# Sample letter to claim insurance reimbursement

Your Name

Date

Recipient Name

Address

My name is [John Smith] and I have an active medical insurance policy with your company. The policy number is [123456789]. I am writing you this letter to claim reimbursement for the medical tests that I had last week.

Enclosed with this letter are the medical test details, bills, and other supporting documents for your reference and review. According to section 5 of the policy, I am entitled to [80%] reimbursement percentage.

Kindly acknowledge the receiving of this claim and advise whether I have to fill some form or whether you require other documents to complete the claim request.

Looking forward to your response and cooperation.

Sincerely,

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