

Formal reimbursement claim letter

Subject: Request for Insurance Claim Reimbursement

Dear Claims Department,

I am writing to formally request reimbursement for expenses covered under my insurance policy [Policy Number]. On [Date], I incurred medical expenses at [Hospital/Clinic Name] due to [reason for treatment]. The total cost amounted to [Amount], which I paid out of pocket.

As per the policy coverage, I am entitled to reimbursement for such expenses. Please find enclosed copies of all required documents, including medical bills, prescriptions, discharge summary, and payment receipts, for your review.

I kindly request you to process my claim at the earliest convenience. Should you need further details or clarification, please contact me at [Phone/Email].

Thank you for your assistance.

Sincerely,

[Your Name]

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