

No Claim Discount Letter Sample

Subject: Request for No Claim Discount (NCD) Letter

Dear Sir/Madam,

I am writing to request a No Claim Discount (NCD) letter for my [policy type] policy with [Insurance Company Name]. My policy number is [Policy Number], and it is effective from [Policy Start Date] to [Policy End Date].

I am pleased to inform you that I have been a loyal and responsible policyholder with your company for [number of years]. Throughout the duration of my policy, I have not made any claims. As a result, I am eligible for a No Claim Discount (NCD) on my next policy renewal.

I would greatly appreciate it if you could provide me with an official letter stating my entitlement to the No Claim Discount (NCD) based on my claims-free history. This letter is required by my new insurance provider to process the discount on my policy with them.

Please ensure that the NCD letter includes the following information:

1. My full name and address.
2. The policy number and policy period.
3. The total number of years I have been a policyholder without making any claims.
4. Confirmation of the No Claim Discount percentage or the number of years entitled to the discount.
5. The letterhead and contact details of your company.

If there are any specific forms or documents required to complete this request, please let me know, and I will promptly provide them.

I kindly request that you process my request as soon as possible to avoid any delays in my policy renewal with the new insurance provider. If there are any fees or charges associated with obtaining the NCD letter, please inform me in advance.

Thank you for your prompt attention to this matter. I have been satisfied with the services provided by your company, and I hope to continue our business relationship in the future.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further

information or have any questions regarding my request.

Yours sincerely,

[Your Name]