

**Date:** [Insert Date]

**To:** [Insert Recipient Name/Department]

[Insert Company Name]

[Insert Address]

**Subject: Notice of Modification to Claim Reporting Procedures**

Dear [Insert Name],

This letter serves as formal notification regarding changes to our claim reporting procedures, effective [Insert Effective Date]. These modifications are designed to streamline our internal processes and ensure a more efficient handling of all reported claims.

**Summary of Changes:**

- **Submission Method:** All new claims must now be submitted via [Insert Method, e.g., Online Portal/Specific Email Address].
- **Required Documentation:** The following additional documents are now mandatory at the time of filing: [Insert Document List].
- **Reporting Timeline:** Claims must be reported within [Insert Number] days of the incident to be considered valid.
- **Point of Contact:** Please direct all future claim inquiries to [Insert Name/Department] at [Insert Phone Number/Email].

Please update your records and ensure that all relevant personnel are informed of these new requirements. Failure to adhere to these modified procedures may result in processing delays or the denial of claims.

If you have any questions regarding these changes, please contact [Insert Contact Name] at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]