

Date: [Insert Date]

Claimant Name: [Insert Name]

Claim Number: [Insert Number]

Subject: Instructions for Filing Your Initial Claim and Next Steps

Dear [Insert Claimant Name],

We have received notice of your intent to file a claim. To process your request, please follow the instructions outlined below to complete the initial filing phase.

Step 1: Complete the Application

Please log in to our secure portal at [Insert Website Link] and complete the "Initial Claim Form." Ensure that all personal information and incident details are accurate before submitting.

Step 2: Submit Required Documentation

To support your claim, you must upload the following documents:

- A copy of your government-issued photo ID.
- Proof of [Insert Specific Requirement, e.g., Loss/Employment/Injury].
- [Insert Additional Document Name].

Step 3: Confirmation

Once you submit your form and documents, you will receive a confirmation email with a reference number. Please save this for your records.

What Happens Next?

1. **Review Period:** An adjudicator will review your submission within [Insert Number] business days.
2. **Verification:** We may contact you or third parties to verify the information provided.
3. **Determination:** You will receive a written notice via [Email/Mail] regarding the approval or denial of your claim.

If you have any questions, please contact our support team at [Insert Phone Number] or reply to this email.

Sincerely,

[Insert Name/Department Name]
[Insert Company Name]