[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Claims Administrator Name]
[Class Action Settlement Name]
[Address]
[City, State, Zip Code]

RE: Claim Submission for [Name of Class Action Lawsuit]
Settlement ID / Claim Number (if applicable): [Your ID Number]

To the Claims Administrator,

I am writing to formally submit my claim for participation in the [Name of Class Action Lawsuit] settlement. I believe I am a member of the Settlement Class as defined in the official notice because [briefly state eligibility, e.g., I purchased the product/service between Date and Date].

Enclosed with this letter, please find the following documents required to process my claim:

- Completed and signed Claim Form
- Proof of purchase or participation (e.g., receipts, invoices, or account statements)
- [List any other required documentation here]

I attest under penalty of perjury that the information provided in this submission is true and correct to the best of my knowledge. Please confirm receipt of this claim and notify me if any further information is required to complete the processing.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]