

Personal Accident Insurance Claim Intimation Letter

From:

To:

The Branch Head / Senior Manager / Chief Manager

_____ Branch

_____ Region

INTIMATION FOR PAI CLAIM – Shri. /Smt. _____

This is to intimate that Shri. / Smt. _____ (IFHRMS ID: _____) working in _____ Department and maintaining Salary Account No. _____ under TN GOVERNMENT – SGSP, who has met with an accident which may result in claim for insurance under Personal Accidental Insurance Coverage in the Scheme. The details required are as follows: -

- a) Name of the Account Holder :
- b) Account Number :
- c) Brief note on incident :
- d) Loss amount :
- e) Date of Accident :
- f) Date of Death (if applicable) :

I, _____ (Self / claimant/Nominee /legal heir /legal representative) request you to kindly forward the same to the concerned insurer / broker at the earliest.

We undertake to submit to all required documents for the claim within the stipulated timeline.

Thanking you

Date:

Yours sincerely

Place: