To,

[Name of Recipient]

[Designation of Recipient]

[Name of Insurance Company]

Date:

**Subject: Claim Letter for Direct Claim**

Dear Sir/Madam,

I am writing this letter to notify you for all the outstanding payments that you owe me. My records show that you owe me a sum of [mention amount owed] in debt that you will have to pay me within [mention the time period within which the amount is to be paid].

Moreover, we have also agreed that you will pay the amount in monthly installments of [mention amount of installment] each month, but you have continuously failed to do so.

So, I hope that you will respond to my letter as soon as possible and let me know about your plan to pay the amount that you owe to me. Otherwise, I will have to take some legal action.

Waiting for your response.

Yours Truly,

[Sender Name]

[Sender Address]