NEW POLICY TEMPLATE

Sub: policy issued,<policy holder name> <sub product>

Dear < >

Thank you for your business, we appreciate the opportunity given to serve you. We are committed to providing the best possible service and coverage to our clients.

Your policy is attached herewith for your reference. If you have any query or need any assistance, please do not hesitate to contact us.

Thank you!

Warm regards,

Team GCS

QUOTE TEMPLATE

Sub: quote <sub product> < policy holder name>

Dear < >

We thank you for the opportunity extended to us to submit the quote. Based on the details provided we are pleased to submit the quote as under/attached:

In case of any query/clarification do not hesitate to contact us

We are looking forward to convert this quote into a policy.

Thank you

Warm regards

Team GCS

REMINDER TEMPLATE

Sub: <policy holder name> insurance due on < expiry date>

Dear < >

This is for your information following insurance policy is expiring on <expiry date>  
  
Please find details below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| policy expiry date | policy holder name | sub product | make/model | reg no | last year premium | last year ncb | claim status |
| 30-Dec-22 | ravinder pal singh | pvt car | tata/zest | pb65ab8179 | 14500 | 50 | no |

Also confirm ncb status. Have insured taken any claim in the policy period?

Based on the above mentioned previous year policy details we are pleased to submit the quote as under/attached:

This is an automated message. Please do not reply   
  
Regards  
GCS Services

Bulk reminder template

Sub: renewals mis <date> to <date>

Dear < >

This is for your information following insurance policies are expiring in coming days  
  
Please find details below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| sr no | policy expiry date | policy holder name | sub product | make/model | reg no | last year premium | last year ncb | claim status |
| 1 | 30-Dec-22 | ravinder pal singh | pvt car | tata/zest | pb65ab8179 | 14500 | 50 | no |
| 2 | 31-Dec-22 | eco power | fire | na | na | 143500 | na | no |

This is an automated message. Please do not reply   
  
Regards  
GCS Services

Invoice template

Subject: Payment Notification: Payouts for < > Month's Insurance Policies

Dear Sir/Mam

I hope this email finds you well. We are pleased to inform you about the successful conclusion of last month's insurance policies and the corresponding payouts. Please take a moment to review the attached payout summary for a detailed breakdown of your earnings.

If you have any questions or concerns, feel free to reach out to our support team.

NOTE: this is auto generated message. Pls do not reply

Regards

Team GCS

Attachment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | PAYOUT REPORT | | | | | | | |
| MONTH |  |  |  |  |  | TOTAL PAYOUT | 4100 |  |
| REFERENCE NAME | ####### |  |  |  |  | SHORT PREMIUM AMOUNT | 1400 |  |
| BANK DETAILS | RAVINDER PAL SINGH | | |  |  | RECOVERY | 0 |  |
| A/C NAME | PICK DETAILS FROM USER | | |  |  | GROSS AMOUNT | 2700 |  |
| A/C NO | PICK DETAILS FROM USER | | |  |  | TDS% | 1% |  |
| IFSC CODE | PICK DETAILS FROM USER | | |  |  | NET AMOUNT | 2673 | TO BE TRANSFERRED TO THE BANK |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SR NO** | POLICY HOLDER NAME | TRANSACTION TYPE | TYPE OF BUSINESS | SUB PRODUCT | MODEL | VEH NO | GROSS PREMIUM | NET PREMIUM | OD PREMIUM | PREMIUM SHORT | COMMISSION BASE | BASE AMOUNT | PAYOUT %GE | PAYOUT |
| 1 | a | package | new | pvt car | i20 | XYZ | 35000 | 30000 | 7000 | 500 | OD | 7000 | 10 | 700 |
| 2 | b | TP | rollover | pvt car | endeavour | XYZ | 25000 | 20000 | 12000 | 900 | OD | 12000 | 15 | 1800 |
| 3 | c | LAGHU | rollover | fire | na |  | 15000 | 10000 | 5000 | 0 | NET | 10000 | 10 | 1000 |
| 4 | d |  | rollover |  | na |  | 10000 | 5000 | 2000 | 0 | NET | 5000 | 10 | 500 |
| 5 | e |  | new |  | na |  | 5000 | 1000 | 500 | 0 | NET | 1000 | 10 | 100 |