

John Doe
123 Maple St
Springfield, IL 62701

Subject: Acknowledgement of Notification of Loss – Policy No. PN123456

Dear John Doe,

We acknowledge receipt of your notification of loss dated 5/25/2025 regarding the incident that occurred on 5/24/2025, under your policy number PN123456.

We understand the circumstances described in your letter and appreciate you bringing this matter to our attention promptly. Your claim has been registered under the reference number CLM1001.

Our claims department has initiated the review process, and a claims representative will be assigned to your case shortly. You will be contacted within [e.g., 3–5 business days] to discuss the next steps and any additional documentation that may be required to process your claim.

In the meantime, if you have any urgent questions or need assistance, please feel free to contact our claims support team via email at a.madsen@vital.com.

We appreciate your cooperation and look forward to resolving your claim efficiently.

Sincerely,



A. Madsen
Claims Officer
Vital Insurance