

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Department Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Benefits Claim for BGT

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my claim for financial benefits under the BGT program. My details are as follows:

- Claimant's Name: [Your Full Name]
- Claimant's National Insurance Number: [Your NI Number]
- Claimant's Date of Birth: [Your DOB]

I have attached all necessary documentation to support my claim, including:

1. [List supporting document 1]
2. [List supporting document 2]
3. [List supporting document 3]

I would appreciate it if you could process my claim at your earliest convenience, and I look forward to receiving confirmation of my application. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]