

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

[Recipient Name]
[Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: FDIC Insurance Claim

Dear [Recipient Name],

I am writing to formally submit a claim for FDIC insurance for my account held at [Financial Institution Name]. Below are the details relevant to my claim:

1. **Account Holder Name:** [Your Name]
2. **Account Number:** [Your Account Number]
3. **Type of Account:** [Checking/Savings]
4. **Date of Account Closure:** [Closure Date]
5. **Reasons for Claim:** [Brief explanation of the situation]

I have attached all relevant documentation, including account statements and any correspondence related to this matter. Please acknowledge receipt of this claim and inform me of any further steps required on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]