

[Your Company Name]
[Your Address]
[City, Postcode]
[Date]

[Name of Credit Guarantee Agency/Insurer]
[Claims Department Address]
[City, Postcode]

Subject: Notice of Claim - Policy Number: [Your Policy Number]

Dear Claims Manager,

We are writing to formally submit a claim under the above-mentioned Export Credit Guarantee Policy regarding the non-payment of an outstanding debt by our buyer.

Transaction Details:

- Buyer Name: [Buyer Company Name]
- Buyer Country: [Buyer Country]
- Invoice Number(s): [List Invoice Numbers]
- Invoice Date(s): [Dates]
- Due Date(s): [Due Dates]
- Total Amount Claimed: [Currency and Amount]

Reason for Claim:

[Insert Reason: e.g., Protracted Default / Insolvency of the Buyer / Political Risk]

Despite our repeated attempts to collect the payment through [mention methods: emails, phone calls, or legal notices], the debt remains unpaid. We have attached the following supporting documentation for your review:

- Copy of the insurance policy and credit limit approval
- Copies of the unpaid invoices and bills of lading
- Evidence of the contract or purchase order
- Correspondence showing collection efforts
- [Optional: Proof of insolvency/bankruptcy filing]

Please acknowledge receipt of this claim and advise if any further information is required to expedite the settlement. We request that the claim payment be transferred to our bank account as per the details held on your file.

Yours sincerely,

[Signature]
[Your Name]
[Your Title/Position]