



Vasavi Clubs International®

(Regd. No. 800/2008)

AN ISO 9001 : 2015 CERTIFIED SERVICE INSTITUTION



VKSP CLAIM - NOMINEE REQUEST LETTER FORMAT

To,
The International President
Vasavi Clubs International,
Hyderabad.

Date:

From,

Nominee of Vn. _____

VKSP No. _____

Respected Sir,

Sub: Request for issue of claim against demise of Vn. _____ Reg.

I _____ hereby inform you that Vn. _____
vide VKSP No. _____ got demised on _____ at _____ and
the cause of demise is _____.

As I am the nominee of the said VKSP member, I request you to kindly issue the claim amount against the demise at the earliest, for which I will be very much thankful to you.

If Nominee is Minor: As the Nominee of Vn. _____ vide VKSP No. _____
is Minor as on date and as I am the Guardian of the Nominee, I request you to kindly issue the claim amount against the demise at the earliest, for which I will be very much thankful to you.

I also hereby declare that all the enclosures are correct to the best of my knowledge.

Signature of Nominee / Guardian

Enclosures:

- (a) Death Certificate of the deceased VKSP Member in **ORIGINAL**
- (b) VKSP ID Card **ORIGINAL** with No. _____ issued by Vasavi Clubs International
- (c) Address Proof of Nominee Xerox Copy (Aadhar / Ration Card / Passport which includes address)
- (d) ID Proof Xerox copy of Nominee
(PAN Card / Bank Official Authorisation / Passport which includes signature)
- (e) Photo of Nominee
- (f) Nominee Bank A/c. Details Xerox Copy
- (g) Club President Supporting Request Letter in **ORIGINAL**
- (h) District Governor Recommendation Letter in **ORIGINAL**

Note: Submission of all Enclosures is MANDATORY