

To
The General Manager/ Zonal Manager
Head Office / _____ Office,
_____.

Dear Sir,

Reg: Request for reimbursement of Medical Expenses under
Hospitalisation Scheme – Issuance of undertaking letter
Under Tie-up Arrangement.

* * *

1) Name of the Employee :

2) Code No. :

3) Designation :

4) Branch/Office/Department :

5) Name of the Patient

a) Self :

b) Dependent Relationship :

* (Income declaration)

6) Nature of ailment/operation
Suggested by the Doctor :

7) Name of the Doctor :

8) Name of the Hospital :

9) Estimated Cost for the Treatment :

I request you go provide me with an undertaking letter for the eligible amount in favour of _____ Hospital since the operation is to be conducted on emergency basis.

- * Wherever the patient is either of the parents or parents-in-laws, the declaration on income is to be furnished.
- ** This letter of undertaking is available only for Coronary Bypass Surgery, Coronary Angiography, Angioplasty & Kidney Transplant.

I undertake to pay the balance amount to the hospital authorities.
Kindly do the needful

Yours faithfully,

(Signature of the Employee)

Code No. _____

Recommendations of the Zonal Manager/ Branch
Manager/Departments in Head Office.