

Personal Injury Claim for Negligence

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

[Insurance Company Name]
[Insurance Company Address]
City, State, Zip Code

Subject: Personal Injury Claim - [Your Claim Number]

Dear [Claims Adjuster's Name],

I am writing to formally file a personal injury claim due to negligence that occurred on [date of the incident] at [location of the incident]. As a result of this incident, I sustained injuries that have significantly impacted my daily life.

The circumstances surrounding the incident are as follows: [Briefly describe the incident and how negligence was a factor]. Following this, I sought medical treatment from [medical provider's name] and have incurred medical expenses totaling [amount]. Additionally, I have experienced [mention any other impacts such as lost wages, pain, and suffering].

Enclosed with this letter are copies of the relevant medical records, invoices, and any other supporting documents necessary to substantiate my claim.

I request that you process this claim in a timely manner and inform me of the next steps. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]