

# Insurance Claim Notification

Date: [Insert Date]

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

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

Dear [Insurance Adjuster's Name],

Subject: Insurance Claim for Business Loss - Policy Number [Insert Policy Number]

I am writing to formally submit my claim for business losses incurred due to [describe the incident briefly, e.g., fire, flooding, theft]. The incident occurred on [date of incident], resulting in significant interruptions to our operations.

The estimated total loss amounts to [insert amount], which includes [briefly list what the loss includes, e.g., property damage, lost revenue, etc.]. I have included all relevant documentation to substantiate my claim, such as:

- Incident report
- Financial statements
- Invoices/Receipts of losses
- Photographs of damages (if applicable)

Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information or clarification. I appreciate your prompt attention to this matter and look forward to your timely response.

Thank you.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]