

Insurance Claim Documentation Checklist

Date: _____

To: [Insurance Company Name]

Subject: Insurance Claim Documentation Checklist

Dear [Claims Adjuster/Insurance Representative],

In reference to my insurance claim, I have compiled the following checklist of documents that I am submitting to support my claim:

- Claim Form - Completed and signed
- Copy of Insurance Policy
- Proof of Loss Document
- Any Correspondence Related to the Claim
- Photos of the Damage or Incident
- Repair Estimates or Invoices
- Witness Statements (if applicable)
- Police Report (if applicable)
- Medical Records (if applicable)
- Other Relevant Documentation

Please let me know if you require any additional information or further documentation to process my claim.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]