

Auto Accident Notification

To Whom It May Concern,

I am writing to inform you of an auto accident that occurred on **[Date]** at approximately **[Time]**. The incident took place at **[Location]**.

Details of the accident are as follows:

- **Your Name:** [Your Full Name]
- **Your Policy Number:** [Your Policy Number]
- **Vehicle Make and Model:** [Your Vehicle Make and Model]
- **Other Party's Name:** [Other Party's Full Name]
- **Other Party's Insurance Company:** [Other Party's Insurance Company]
- **Involved Vehicles:** [Description of involved vehicles]

The accident occurred when **[Brief description of how the accident happened]**. I have attached a copy of the police report and photographs of the damages for your reference.

Please let me know if you require any additional information to process this claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]