

# Notification of Incident

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Provider's Name]

[Insurance Provider's Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name/Insurance Provider],

I am writing to formally notify you of an incident that occurred on [insert date of the incident] involving [brief description of the incident]. The specifics are as follows:

- Incident Date: [Insert date]
- Policy Number: [Insert policy number]
- Claim Number: [Insert claim number if available]
- Description of Incident: [Provide detailed description]
- Involved Parties: [List any involved parties]

Please let me know if you require any further information or documentation to process this notification. I can be reached at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]