

# Business Loss of Use Insurance Claim

To: [Insurance Company Name]

Attn: Claims Department

[Insurance Company Address]

[City, State, Zip Code]

Date: [Date]

Dear Claims Adjuster,

I am writing to formally submit a claim under my business loss of use insurance policy, number [Policy Number]. Due to [brief description of the incident, e.g., fire, flood, etc.], my business operations have been significantly impacted.

The incident occurred on [Date of Incident] at my place of business located at [Business Address]. As a result of the damage, I have incurred a loss of income amounting to [estimated amount] due to disruption in services and closure of the business.

I have attached the following documents to support my claim:

- Proof of Ownership
- Incident Report
- Financial Statements for the past [number of months/years]
- Repair Estimates

I kindly ask you to process this claim at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]