

Collision Insurance Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Collision Insurance Claim Request - Hit-and-Run Incident

Dear [Insurance Adjuster's Name],

I am writing to formally request the initiation of a collision insurance claim following an unfortunate hit-and-run incident that occurred on [insert date of the accident] at [insert location of the accident].

Details of the incident are as follows:

- **Policy Number:** [Insert Policy Number]
- **Incident Date:** [Insert Date]
- **Vehicle Make and Model:** [Insert Vehicle Make and Model]
- **Damage Description:** [Briefly describe the damage incurred]

I have attached all relevant documents, including police reports, photographs of the damage, and any witness statements, to assist with the review of my claim.

Given the nature of this incident, I appreciate your prompt attention to this matter and look forward to your guidance on the next steps in the claims process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]