

# Collision Insurance Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally request a collision insurance claim for my leased vehicle, a [Year, Make, Model] with VIN [Vehicle Identification Number], which was involved in an accident on [Date of Accident].

The details of the accident are as follows:

- Date and Time: [Date and Time]
- Location: [Accident Location]
- Description of Incident: [Brief Description]
- Involved Parties: [Names and Insurance Information of Other Parties, if applicable]

Attached are the following documents to support my claim:

- Police Report
- Photos of the Damage
- Repair Estimates
- Lease Agreement

I would appreciate your prompt attention to this matter and look forward to your response. If you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]