

Collision Insurance Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Collision Insurance Claim Request - Policy Number: [Your Policy Number]

Dear [Insurance Adjuster's Name],

I hope this message finds you well. I am writing to formally request a claim for a minor accident that occurred on [Date of Accident]. The details of the incident are as follows:

- Policy Number: [Your Policy Number]
- Date of Incident: [Date]
- Location of Incident: [Location]
- Involved Parties: [Mention Other Party's Name, if applicable]
- Description of Incident: [Briefly describe the accident]

Attached to this letter, you will find a copy of the accident report, photos of the damages, and any other relevant documentation. I believe that the damages incurred are covered under my collision insurance policy.

I would appreciate it if you could process this claim at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]