

# Collision Insurance Claim Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

City, State, Zip Code: [Insurance Company City, State, Zip Code]

Policy Holder: [Your Full Name]

Policy Number: [Your Policy Number]

Claim Number: [Your Claim Number]

Dear [Insurance Adjuster's Name],

I am writing to formally request reimbursement for rental car expenses incurred as a result of a collision covered under my insurance policy (Policy Number: [Your Policy Number]). The incident occurred on [Date of Collision] and my vehicle was deemed inoperable for repairs.

During this time, I rented a vehicle from [Rental Car Company Name] from [Start Date] to [End Date]. The total amount incurred for the rental car was [Total Amount]. Attached you will find copies of the rental agreement and the receipt for the payment made.

I kindly ask for your prompt attention to this matter and look forward to your swift reimbursement. Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]