

Claim for Business Interruption Insurance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

Subject: Business Interruption Insurance Claim - Policy Number [Insert Policy Number]

I am writing to formally file a claim under our business interruption insurance policy due to an equipment failure that occurred on [Insert Date of Equipment Failure].

As per the terms of our policy, we understand that coverage is provided for lost income and additional expenses incurred as a direct result of this unexpected equipment failure. The equipment in question is [Describe the Equipment], which failed due to [Briefly Explain the Cause of Failure].

The interruption has significantly affected our ability to operate, resulting in a loss of revenue estimated at [Insert Estimated Amount] for the period from [Start Date] to [End Date]. We have taken steps to mitigate this loss, including [Describe Mitigation Steps Taken].

Attached to this letter are copies of the following documents to support our claim:

- Copy of our insurance policy
- Repair estimate/Invoice for the damaged equipment
- Financial documentation evidencing lost revenue
- Correspondence related to the equipment failure

Please acknowledge receipt of this claim and let us know if you require any further documentation or information to process our request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]