

Business Interruption Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Insurance Company's Name]

[Insurance Company Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

Subject: Business Interruption Insurance Claim Due to Fire Damage

Dear [Insurance Adjuster's Name],

I am writing to formally file a claim under our business interruption insurance policy due to the fire damage that occurred at our premises on [date of the fire incident]. The incident has led to significant operational disruption that has impacted our revenue and ongoing operations.

Details of the Incident:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Extent of Damage: [Briefly Describe Damage]
- Estimated Loss of Income: [Insert Amount]

We have taken immediate steps to mitigate losses and are working closely with cleanup and restoration services. Attached are the necessary documents to support our claim, including:

- Fire Incident Report
- Financial Statements from the past [Insert Relevant Time Period]
- Estimates of lost revenue and ongoing expenses
- Any other relevant documentation

We appreciate your prompt attention to this matter and look forward to your guidance on the next steps in the claims process. Should you require any further information or documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your support during this challenging time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]