

Business Interruption Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Business Interruption Insurance Claim - Government Mandated Closure

Dear [Insurance Adjuster's Name],

I am writing to formally submit a claim under our business interruption insurance policy (Policy Number: [Your Policy Number]) due to the recent government-mandated closure that has significantly impacted our operations.

As you are aware, our business was forced to cease operations on [Date of Closure] as directed by [Government Authority/Official]. This closure has resulted in a substantial loss of revenue, and we believe this is covered under the terms of our policy.

Attached to this letter, you will find the following documentation to support our claim:

- Copy of the government mandate
- Financial statements showing the losses incurred
- Any correspondence related to the closure
- Proof of attempts to mitigate losses

We kindly request that you process this claim at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to reach out to me directly.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]