

# Business Interruption Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for business interruption insurance under policy number [Insert Policy Number] following the recent [describe natural disaster, e.g., hurricane, flood] that occurred on [Insert Date].

As a result of this disaster, our business operations were significantly disrupted, leading to a loss of income and increased expenses. The damages incurred include [briefly describe damages, e.g., property damage, loss of inventory, etc.], which have directly impacted our ability to operate normally.

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

- Proof of Loss Form
- Financial Statements (prior to and following the disaster)
- Inventory Lists
- Photographic Evidence of Damages
- Any other relevant documents

We respectfully request that you review our claim and process it in a timely manner so that we may recover from this unfortunate event. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]