

# Business Interruption Insurance Claim

Your Name  
Your Business Name  
Your Business Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

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 due to pandemic-related losses affecting my business, [Your Business Name], under policy number [Your Policy Number].

Due to the COVID-19 pandemic, my business operations were significantly disrupted starting from [Date]. This unprecedented situation has resulted in a loss of revenue amounting to [Amount] due to the mandatory closure and restrictions imposed by the government.

Enclosed with this letter, you will find the following documentation to support my claim:

- Proof of insured property
- Financial statements for the period prior to the disruption
- Income statements reflecting losses sustained
- Any relevant correspondence or notices from local authorities

I kindly request that you process this claim at your earliest convenience. 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 attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]