

# Letter of Business Interruption Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name or "To Whom It May Concern"],

I am writing to formally submit a claim for business interruption insurance due to property damage sustained at our facility located at [Property Address]. The incident occurred on [Date of Incident], resulting in significant disruption to our operations.

As a result of this incident, we have experienced loss of income and additional expenses which are covered under our business interruption insurance policy [Policy Number]. I have attached all relevant documentation to support our claim, including:

- A copy of the police report or incident report
- Estimates for repairs
- Proof of income loss
- Any additional relevant correspondence

We kindly request that you process our claim at your earliest convenience so we can restore our business operations and minimize further financial losses. If you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]