

Business Interruption Insurance Claim

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Claims Adjuster Name],

I am writing to formally submit a claim for business interruption insurance due to supply chain disruptions caused by [describe the cause of disruption, e.g., natural disaster, pandemic, etc.]. Our company, [Your Company Name], has been significantly impacted by this event, which has resulted in a loss of revenue and the inability to fulfill customer orders.

Details of the disruption are as follows:

- **Nature of the disruption:** [Provide details]
- **Duration of disruption:** [Insert duration]
- **Financial impact:** [Insert estimated loss]
- **Mitigation efforts:** [Describe efforts taken to minimize loss]

Attached to this letter, you will find all necessary documentation to support our claim, including:

- Invoices and financial statements
- Correspondence with suppliers and any relevant parties
- Records of orders affected
- Any other relevant documents

We appreciate your prompt attention to this matter and look forward to your response. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Contact Information]