

# Business Interruption Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Claims Adjuster's Name],

I am writing to formally file a claim for business interruption insurance due to vandalism that occurred at my business premises on [Date of Incident]. Our business, [Your Business Name], located at [Business Address], suffered significant damages as a result of this incident.

Details of the Incident:

- Date of Incident: [Insert Date]
- Description of Vandalism: [Brief Description]
- Estimated Loss of Income: [Insert Amount]

Attached are copies of the police report, photographs of the damage, and all relevant documentation to support my claim.

Please let me know if you require any further information or documentation to expedite the process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name]