

# Insurance Claim for Rental Vehicle Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Insurance Company Name]

Attn: Claims Department

[Insurance Company Address]

[City, State, Zip Code]

Subject: Commercial Auto Insurance Claim for Rental Vehicle Reimbursement

Dear Claims Representative,

I am writing to formally file a claim for reimbursement of rental vehicle expenses incurred during the period of [insert dates]. This claim is due to the accident involving my commercial vehicle, [Vehicle Make, Model, VIN], which occurred on [Date of Accident].

As per my policy #[Insert Policy Number], I am entitled to reimbursement for costs associated with a rental vehicle while my car is undergoing repairs. Attached, you will find the necessary documentation, including:

- Copy of the accident report
- Rental agreement
- Invoices for rental expenses

The total amount I am claiming for reimbursement is [Insert Amount]. I would appreciate prompt processing of this claim and look forward to your response. Please do not hesitate to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]