

Claim Assistance Request

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Claims Adjuster/Specific Name],

I am writing to request assistance regarding a claim under my umbrella policy. The details of the incident are as follows:

- **Date of Incident:** [Insert Date]
- **Description of Incident:** [Provide a brief description]
- **Claim Number:** [Insert Claim Number, if applicable]

I would appreciate your guidance on the necessary steps to move forward with this claim, as well as any documentation you may require from my end.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]