

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Claims Department
Insurance Company Address
City, State, Zip Code

Dear Claims Adjuster,

Subject: Claim for Professional Indemnity Insurance - Policy Number [Your Policy Number]

I am writing to formally submit a claim under my Professional Indemnity Insurance policy (Policy Number [Your Policy Number]) for the services I provided as an Accountant for [Client's Name], pertaining to the engagement dated [Date of Engagement].

On [Date of Incident], I encountered an issue related to [brief description of the incident] that has resulted in a claim by [Client's Name] asserting [brief description of the claim]. As a result, I believe this claim falls within the coverage of my professional indemnity insurance.

Attached to this letter are copies of the relevant documentation, including:

- Engagement Letter with [Client's Name]
- Correspondence related to the claim
- Any other supporting documents

I kindly request that you initiate the claims process and advise me on the next steps. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Job Title/Position]