

# ABC Architects

123 Design Avenue  
City, State, Zip Code  
Email: info@abcarchitects.com  
Phone: (123) 456-7890

Date: [Insert Date]

To,  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Subject: Claim for Professional Indemnity Insurance

Dear [Claims Adjuster/Insurance Agent's Name],

I am writing to formally submit a claim under our professional indemnity insurance policy, number [Policy Number], in relation to the architectural services provided for the [Project Name/Description], which took place on [Project Duration].

## Overview of the Claim:

This claim has arisen due to a dispute involving [briefly explain the nature of the claim, such as alleged negligence or breach of duty]. It has come to our attention that [describe specific incident or issue leading to the claim].

## Details of the Project:

- Project Name: [Project Name]
- Client: [Client Name]
- Location: [Project Location]
- Dates of Service: [Start Date] to [End Date]

Enclosed, please find the following documents to support our claim:

1. Copy of the contract with the client
2. Correspondence related to the issue
3. Documentation of the services provided
4. Any other relevant information

We believe that this claim falls within the coverage parameters of our current policy. We would appreciate if you could initiate the claims process at your earliest convenience and guide us on any further information you may require.

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

Sincerely,  
[Your Name]  
[Your Position]  
ABC Architects