

Claim for Professional Indemnity Insurance

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

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

Dear [Insurance Adjuster's Name],

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

I am writing to formally submit a claim under my Professional Indemnity Insurance policy, following an incident that occurred during my consulting services provided to [Client's Name] on [Date of Service].

Details of the Claim:

- Client Name: [Client's Name]
- Nature of Services Provided: [Brief Description of Services]
- Incident Description: [Brief Description of the Incident]
- Date of Incident: [Date]
- Amount Claimed: [Claim Amount]

Attached to this letter are the relevant documents, including:

- Copies of the services agreement
- Correspondence with the client
- Any other supporting documentation

I request that you acknowledge receipt of this claim and provide me with guidance on the next steps in the claims process. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name, if applicable]