

Professional Indemnity Insurance Claim

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

[Date]

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

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under my professional indemnity insurance policy, number [Policy Number], for an incident that occurred on [Date of Incident].

As an educator/trainer, I take great care to provide accurate and effective instruction. However, on [specific date], [briefly describe the incident, what went wrong, and how it affected the parties involved].

As a result of this incident, I have incurred [mention financial losses, legal fees, etc.]. Enclosed with this letter, you will find the following supporting documents:

- Incident Report
- Invoices/Receipts
- Any Correspondence Related to the Claim
- Other Relevant Documentation

I kindly request that you process this claim at your earliest convenience. Please let me know if you need any further information or documentation to assist in processing my claim.

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

Sincerely,

[Your Name]
[Your Job Title/Position]