

# Claim for Professional Indemnity Insurance

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Claim for Professional Indemnity Insurance

Dear Claims Processor,

I am writing to formally submit a claim under my Professional Indemnity Insurance policy, bearing the number [Policy Number], for engineering services rendered by my firm, [Your Company Name], on [Project Name/Description].

Details of the claim are as follows:

- **Client Name:** [Client's Name]
- **Project Location:** [Project Location]
- **Date of Service:** [Service Date]
- **Description of the Issue:** [Brief description of the issue leading to the claim]
- **Amount Claimed:** [Amount in monetary terms]

Enclosed are all relevant documents supporting my claim, including:

- Copy of the professional service agreement
- Correspondence related to the project
- Detailed report of the claims
- Any other relevant documentation

I kindly request you to process my claim as per the terms of the policy. Please let me know if you require any additional information or documentation.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]