

# Claim for Professional Indemnity Insurance

Date: [Insert Date]

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

Subject: Claim Submission for Professional Indemnity Insurance

Dear [Insurance Adjuster's Name],

I am writing to formally submit a claim under my Professional Indemnity Insurance policy ([Policy Number]) due to an incident that occurred on [Date of Incident]. As a financial advisor, I pride myself on providing my clients with the best possible service, but an unforeseen situation has arisen that warrants this claim.

Details of the incident:

- **Client Name:** [Client Name]
- **Nature of the Incident:** [Brief description of the incident]
- **Date of the Incident:** [Date]
- **Amount of Claim:** [Dollar Amount]

Attached to this letter are all relevant documents, including:

- Copy of Client Agreement
- Correspondence with the client
- Any additional evidence supporting this claim

I request that you acknowledge receipt of this claim and begin the review process at your earliest convenience. 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. I look forward to your swift response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]