

# Professional Indemnity Insurance Claim

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Claim for Professional Indemnity Insurance

Dear [Claims Adjuster's Name],

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

As an IT consultant, I provided services to [Client's Name], where I [briefly describe nature of services provided]. On [Insert Date], [describe the incident that led to the claim, including any client feedback or issues that arose].

As a result of this incident, I have incurred costs related to [mention any financial loss, remediation expenses, etc.]. The total amount of my claim is [Insert Amount]. I have attached all pertinent documentation to support my claim, including:

- Reports of the incident
- Invoices
- Correspondence with the client
- Any other relevant documentation

I appreciate your prompt attention to this matter. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]