

# Professional Indemnity Insurance Claim

**Date:** [Insert Date]

**Claim Number:** [Insert Claim Number]

**Insurer's Name:** [Insert Insurer's Name]

**Insurer's Address:**

[Insert Insurer's Address]

Dear [Insurer'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 a marketing professional, I provided services to [Client's Name] for [Description of Services]. Unfortunately, [briefly explain the incident that resulted in the claim, including any significant details that may support your case].

Due to this incident, I have faced [mention any claims, damages, or losses that have occurred], leading me to seek compensation for [list what you are claiming for].

Attached to this letter are all relevant documents supporting my claim, including:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request that you process this claim at your earliest convenience. Should you require any further information, 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 Job Title]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]