

Insurance Claim Submission

Your Name: [Your Name]

Your Address: [Your Address]

Your Phone Number: [Your Phone Number]

Your Email: [Your Email]

Date: [Date]

Insurance Company Name: [Insurance Company]

Claims Department Address: [Claims Department Address]

Subject: Mechanical Breakdown Insurance Claim Submission

Dear Claims Adjuster,

I am writing to formally submit a claim for the mechanical breakdown of my vehicle, covered under my mechanical breakdown insurance policy number [Policy Number]. The incident occurred on [Date of Breakdown], and I have attached all relevant documentation for your review.

The details of the incident are as follows:

- **Vehicle Make and Model:** [Vehicle Make and Model]
- **Vehicle Identification Number (VIN):** [VIN]
- **Description of the Mechanical Breakdown:** [Description]
- **Date the Vehicle was Repaired:** [Date]
- **Total Cost of Repairs:** [Cost]

Enclosed with this letter are copies of the repair invoices, receipts, and any other necessary documentation to support my claim. If you need any more information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]