

# Aviation Insurance Loss Notification

**From:** [Your Name]

**Position:** [Your Position]

**Company:** [Your Company Name]

**Address:** [Your Address]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

**Date:** [Date]

**To:** [Insurance Company Name]

**Address:** [Insurance Company Address]

**Subject: Aviation Insurance Loss Notification**

Dear [Insurance Adjuster's Name],

I am writing to formally notify you of a loss under our aviation insurance policy, policy number [Policy Number]. The loss occurred on [Date of Incident] at [Location of Incident].

The details of the incident are as follows:

- **Aircraft Type:** [Type of Aircraft]
- **Aircraft Registration:** [Registration Number]
- **Details of Loss:** [Description of Loss]
- **Estimated Value:** [Estimated Value of Loss]

We have attached all relevant documentation, including photographs of the incident, witness statements, and maintenance records for your review.

Please confirm receipt of this notification and advise on the next steps regarding the claims process. Our point of contact for this claim is [Contact Person's Name], who can be reached at [Contact Person's Phone Number] or [Contact Person's Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Your Company Name]