

Injury Claim Initiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally initiate a claim for injuries sustained in an accident that occurred on [insert date of accident] at [insert location of accident]. I was involved in a [brief description of the accident] and have sustained [describe injuries] as a result.

As a result of my injuries, I have incurred medical expenses totaling [insert amount], which documents I have attached for your review. Additionally, I have experienced [mention any lost wages or other damages], which have further impacted my health and well-being.

I kindly request your prompt attention to this matter and look forward to your response regarding the processing of my claim. Attached are relevant documents, including medical records and accident reports, for your assessment.

Thank you for your attention to this claim. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]