

Personal Injury Claim Introduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Personal Injury Claim Introduction - [Claim Number]

Dear [Insurance Adjuster's Name],

I hope this letter finds you well. I am writing to formally introduce my personal injury claim related to the incident that occurred on [Date of Incident], in which I sustained injuries due to [briefly describe the incident].

As a result of this incident, I have incurred medical expenses and lost wages, and I am seeking to discuss my claim for compensation. Enclosed are the relevant documents pertaining to my case, including [list any relevant documents such as medical records, police reports, etc.].

I would appreciate a prompt acknowledgment of this letter and the initiation of the claims process. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any additional information required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]