

# Letter of Liability Claim

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Liability Claim for Business Interruption - Policy No. [Insert Policy Number]

I am writing to formally submit a claim for business interruption under our liability insurance policy due to the unexpected incident that occurred on [insert date of incident]. This incident has significantly impacted our operations and revenue.

Details of the Incident:

- Date of Incident: [Insert Date]
- Description of Incident: [Briefly describe the incident]
- Duration of Business Interruption: [Insert duration]
- Financial Impact: [Insert estimated financial loss]

Attached to this letter, you will find all relevant documentation to support our claim, including:

- Incident Report
- Financial Statements
- Witness Statements
- Any additional relevant documents

We appreciate your prompt attention to our claim and request the necessary investigation and processing 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 consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]