

# Business Liability Insurance Claim for Bodily Injury

[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Insurance Adjuster's Name],

Subject: Business Liability Insurance Claim for Bodily Injury - Claim #[Claim Number]

I am writing to formally submit a claim under our business liability insurance policy following an incident that occurred on [Date of Incident] at [Location of Incident]. During this incident, [brief description of what happened, including details about the injury sustained by the individual].

The injured party, [Injured Person's Name], has since incurred medical expenses amounting to [Amount] and has provided documentation to substantiate these costs. Enclosed with this letter are copies of all relevant documents, including:

- A detailed description of the incident
- Medical bills related to the injury
- Witness statements (if applicable)
- Any police reports (if applicable)

We request that you review this claim promptly and advise us on the next steps. We appreciate your attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]