

Insurance Claim Letter

Your Name

Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

Insurance Company Name

Insurance Company Address
City, State, ZIP Code

Subject: Claim for Business Liability Insurance Due to Negligence

Dear [Insurance Adjuster's Name],

I am writing to formally file a claim under our business liability insurance policy, number [Policy Number], due to an incident that occurred on [Date of Incident].

Details of the Incident:

- Date of Incident: [Insert Date]
- Location: [Insert Location]
- Description of Incident: [Provide a brief description of the negligence leading to the claim]
- Injuries/Damages Sustained: [Outline any injuries or damages caused by the incident]

As a result of the incident, we have incurred expenses for [Detail the expenses incurred due to the negligence]. Enclosed are supporting documents, including:

1. Medical reports
2. Invoices and receipts
3. Incident report

We trust that you will handle this claim promptly and fairly. Please let us know if any further information or documentation is needed.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

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