

# Business Liability Insurance Claim

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under our business liability insurance policy (Policy Number: [insert policy number]) due to an incident that occurred during [Event Name] on [Date of Incident].

Details of the Incident:

On [insert date], while hosting [describe nature of the event], an incident occurred where [describe what happened, including any injuries, damages, or other relevant details]. This incident resulted in [state any claims for damages, injuries, or losses].

Attached to this letter, you will find the following documents to support our claim:

- Incident report
- Witness statements
- Medical reports (if applicable)
- Photos of the incident
- Invoices for any damages or losses incurred

We request that you initiate the claims process and review the enclosed documentation at your earliest convenience. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]