

# Claim for Legal Fees

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

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

Dear [Claims Adjuster/Insurance Company Representative Name],

I am writing to formally submit a claim for legal fees incurred from [briefly describe the incident or claim]. My policy number is [Your Policy Number], and this incident occurred on [Incident Date].

Enclosed, please find all relevant documentation supporting my claim, including:

- Invoices for legal services rendered
- Correspondence with my legal counsel
- Any other pertinent documentation

The total amount of legal fees incurred to date is [Total Amount]. I kindly request that you process this claim promptly, as these expenses are critical for my business operations.

If you require any additional information or documentation to facilitate this claim, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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