

Claim for Product Liability

Date: [Insert Date]

To: [Insurance Company Name]

Claim Department

[Insurance Company Address]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

Dear [Claims Adjuster's Name],

I hope this letter finds you well. I am writing to formally submit a claim for product liability under my business liability insurance policy. The details of the incident are as follows:

Incident Details

Date of Incident: [Insert Incident Date]

Location of Incident: [Insert Location]

Description of Product: [Insert Product Description]

Nature of Claim: [Briefly describe how the product caused harm or damage]

Supporting Documents

Enclosed with this letter, you will find the following supporting documents:

- Incident report
- Photos of the product
- Witness statements (if applicable)
- Medical reports (if applicable)
- Any other relevant documents

I kindly request your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this claim.

Sincerely,

[Your Name]

[Your Business Name]

[Your Business Address]

[Your Phone Number]

[Your Email Address]