

# **Business Liability Insurance Claim for Property Damage**

**Your Name**

**Your Position**

**Your Company Name**

**Your Company Address**

**City, State, Zip Code**

**Email Address**

**Phone Number**

Date: [Insert Date]

**Insurance Company Name**

**Insurance Company Address**

**City, State, Zip Code**

**Subject: Liability Insurance Claim for Property Damage**

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for property damage under our business liability insurance policy [Policy Number]. The incident occurred on [Date of Incident] at our business premises located at [Property Address].

Details of the Incident:

- Date and time of the incident: [Date & Time]
- Description of what happened: [Brief Description]
- Extent of the damage: [Details on Damage]

We have attached supporting documents including:

- Photos of the damage
- Repair estimates
- Any relevant incident reports

We request your prompt attention to this matter and look forward to your response. Should you require further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]