

Insurance Claim for Auto Repair Reimbursement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Reimbursement of Auto Repair Costs

Dear [Claims Adjuster's Name],

I am writing to formally request reimbursement for the auto repair costs incurred on my vehicle, insurance policy number [Your Policy Number]. The repairs were completed on [Repair Date] due to damages sustained in an accident on [Accident Date].

The total cost for repairs amounted to [Total Amount]. I have attached all relevant documents, including the repair invoice, photos of the damage, and police report for your review.

I would appreciate your prompt attention to this matter and look forward to your response regarding my claim. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Policy Number]

Attachments:

- Repair Invoice
- Photos of Damage
- Police Report