

Letter of Complaint for Damaged Machinery

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Insurance Company Name
Insurance Company Address
City, State, Zip Code

Dear [Claims Adjuster's Name],

I am writing to formally submit a complaint regarding the recent damage sustained to my machinery, covered under policy number [Policy Number]. The incident occurred on [Date of Incident], and I would like to request your assistance in processing my claim.

The affected machinery is [describe machinery, e.g., a hydraulic excavator], which has sustained [describe the type of damage, e.g., extensive damage to the hydraulic system]. The damage was caused by [briefly explain how the damage occurred, e.g., a sudden mechanical failure during operation].

I have attached the necessary documents, including photographs of the damage, repair estimates, and any relevant incident reports to support my claim. Please let me know if you require any additional information or documentation.

I appreciate your prompt attention to this matter and look forward to your timely response.

Thank you for your understanding.

Sincerely,
[Your Name]