

# Accident Insurance Claim Initiation

To,

The Claims Adjuster,  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Date: [Insert Date]

Subject: Initiation of Accident Insurance Claim

Dear Claims Adjuster,

I am writing to formally initiate a claim for personal injury under my accident insurance policy (Policy Number: [Insert Policy Number]), following an incident that occurred on [Insert Date of Accident].

Details of the Accident:

- Date of Accident: [Insert Date]
- Time of Accident: [Insert Time]
- Location of Accident: [Insert Location]
- Description of Incident: [Briefly describe the incident]
- Injuries Sustained: [List the injuries sustained]

Attached to this letter are copies of the relevant documents, including:

- Medical reports and bills
- Accident report (if applicable)
- Photos of the scene (if available)
- Any additional supporting documentation

Please let me know if any further information is required to process my claim. I look forward to your prompt response regarding the next steps in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]

[Your Phone Number]  
[Your Email Address]