

# Accident Insurance Claim Initiation

Date: **[Insert Date]**

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

Subject: Initiation of Accident Insurance Claim for Third-Party Liability

Dear Sir/Madam,

I am writing to formally initiate an accident insurance claim for an incident that occurred on **[Insert Date of Incident]**, involving third-party liability.

Details of the Incident:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Parties Involved: [Your Name, Third-party's Name]
- Description of the Incident: [Brief Description]

I have attached all relevant documents, including:

- Copy of the police report
- Photographs of the incident
- Witness statements
- Medical reports (if applicable)

My policy number is: **[Insert Policy Number]**.

Kindly process this claim at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]