

# Umbrella Insurance Policy Claims Process

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Claim Submission for Umbrella Insurance Policy #[Policy Number]**

Dear [Claims Adjuster's Name],

I am writing to formally initiate a claim under my Umbrella Insurance Policy #[Policy Number] for an incident that occurred on [Date of Incident]. The details of the incident are as follows:

- **Incident Description:** [Brief description of the incident]
- **Date of Incident:** [Date]
- **Location:** [Location]
- **Involved Parties:** [Names or entities involved]

Enclosed with this letter are the relevant documents including:

- [List of attached documents such as police reports, photographs, witness statements, etc.]

I would appreciate your prompt attention to this claim and look forward to your confirmation of its receipt. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]