

Marine Insurance Claim Submission

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Submission of Marine Insurance Claim - Policy No. [Insert Policy Number]

Dear [Claims Manager's Name],

I hope this letter finds you well. I am writing to formally submit a claim under my marine insurance policy (Policy No. [Insert Policy Number]) due to [briefly explain the cause of loss or damage, e.g., "damage sustained during transport on [date]"].

Details of the claim are as follows:

- **Date of Incident:** [Insert Date]
- **Description of the Goods:** [Insert Description]
- **Value of Goods:** [Insert Value]
- **Port of Origin:** [Insert Port]
- **Port of Destination:** [Insert Port]
- **Carrier Information:** [Insert Carrier Name]

Attached are the relevant documents to support my claim:

- Copy of the insurance policy
- Bill of lading
- Invoice of goods
- Photographs of damage
- Any other supporting documentation

I kindly request you to process this claim at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]