

# Insurance Claim Request Notification

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

Dear [Insurance Representative's Name],

I am writing to formally notify you of my intent to file a claim under my insurance policy with your company. The details of the incident are as follows:

- Date of Incident: [Insert Date]
- Description of Incident: [Provide a brief description]
- Claim Amount: [Insert Amount]

Please find attached the necessary documents to support my claim:

- [Document 1]
- [Document 2]
- [Document 3]

I would appreciate your prompt attention to this matter, and I look forward to your quick response regarding my claim.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]