

Insurance Claim for Business Interruption

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Policy Number: [Your Policy Number]

Claim Number: [Your Claim Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under the business interruption coverage of my policy due to the catastrophic event that occurred on [Date of Event]. The event has resulted in significant disruptions to our operations at [Your Business Name], located at [Business Address].

The details of the incident are as follows:

- Type of Catastrophic Event: [e.g., fire, flood, earthquake]
- Date and Time of Incident: [Insert Date and Time]
- Description of Damages: [Brief description of damages sustained]
- Duration of Interruption: [Estimated duration of business interruption]

As a result of this event, we have incurred significant financial losses which include, but are not limited to:

- Revenue Losses: [Estimated Amount]
- Fixed Costs: [Estimated Amount]
- Other Expenses: [Estimated Amount and description]

I have attached all relevant documents to support this claim, including:

- Copy of the Insurance Policy
- Incident Report
- Financial Statements
- Invoices related to damages

Please let me know if you require any further information or documentation. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Phone Number]

[Your Email Address]