

# **Business Insurance Claim Filing**

**[Your Name]**

**[Your Position]**

**[Your Company Name]**

**[Company Address]**

**[City, State, Zip Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**[Insurance Company Name]**

**[Insurance Company Address]**

**[City, State, Zip Code]**

## **Subject: Insurance Claim Filing - [Policy Number]**

Dear [Claims Adjuster's Name],

I am writing to formally file a claim for our business insurance policy [Policy Number] with your company. On [Date of Incident], our business experienced [brief description of the incident]. As a result, we incurred significant losses/damages totaling approximately [amount].

Attached to this letter are relevant documents including:

- Incident report
- Photographs of the damages
- Repair estimates
- Any other supporting documentation

We ask that you please acknowledge receipt of this claim and provide us with an update regarding the claims process. 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 prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]