

Liability Insurance Claim Letter

To Whom It May Concern,

I am writing to formally submit a claim for liability insurance under policy number **[Your Policy Number]**. The incident occurred on **[Date of Incident]** at **[Location of Incident]**.

Details of the incident:

- **Claimant's Name:** [Name of the Claimant]
- **Description of Incident:** [Brief description of the incident]
- **Injuries or Damages:** [Detail any injuries or damages incurred]

Enclosed are copies of all relevant documents, including:

- Incident report
- Medical records (if applicable)
- Photographs of damages
- Any witness statements

I appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email Address]** should you require any further information.

Thank you.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]