

# Professional Liability Insurance Claims Procedures

Date: [Insert Date]

To: [Insured's Name]

Address: [Insured's Address]

Dear [Insured's Name],

We appreciate your trust in our services. This letter outlines the procedures for filing claims under your professional liability insurance policy. Please follow the instructions below to ensure a smooth claims process:

## Claims Notification

1. Notify us in writing of any claims or potential claims as soon as possible.
2. Provide detailed information about the circumstances surrounding the claim.

## Documentation Required

Please submit the following documents with your claim:

- A completed claims form.
- Copies of any relevant contracts, emails, and documents.
- A detailed account of all communications related to the claim.

## Claims Assessment

Upon receiving your claim, we will conduct a thorough assessment. Our claims team may reach out for further information as needed.

## Timelines

We aim to resolve claims within [insert timeline, e.g., 30 days] once all information has been received.

## Contact Information

If you have any questions or require assistance, please do not hesitate to contact our claims department at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Thank you for your attention to this matter. We look forward to assisting you with your claim.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]