

Claim Submission for Business Interruption Insurance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Business Interruption Insurance Claim Submission - Policy No: [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for business interruption insurance under policy number [Your Policy Number] due to [briefly describe the cause of the interruption, e.g., fire, flood, pandemic]. The incident occurred on [date of the incident] and has resulted in significant losses that are covered under the terms of our policy.

Details of the incident and the ensuing business interruption are as follows:

- Date of Incident: [Date]
- Description of Incident: [Description]

- Duration of Interruption: [Duration]
- Estimated Losses: [Estimated Amount]

Please find attached the necessary documentation supporting this claim, including:

- Incident report
- Financial statements
- Business interruption worksheet
- Any other relevant documents

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]