

# Business Interruption Insurance Loss Documentation

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

## Subject: Documentation of Loss for Business Interruption Claim

Dear [Insurance Adjuster's Name],

I am writing to formally submit documentation regarding the business interruption loss incurred by [Your Business Name] due to [brief description of the interruption cause, e.g., fire, flood, etc.] that occurred on [date of incident].

### Details of the Loss:

- **Date of Incident:** [Insert Date]
- **Nature of Interruption:** [Describe the nature of the interruption]
- **Estimated Duration of Interruption:** [Insert duration]
- **Financial Impact:** [Provide financial loss details]

### Attached Documentation:

- Incident Report
- Financial Statements (prior and post-incident)
- Loss of Income Analysis
- Any other relevant documents

We appreciate your prompt attention to this matter and look forward to your response. Should you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[Your Phone Number]

[Your Email Address]