

# Insurance Proceeds Claim for Business Interruption

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

**Insurance Company Name**

Insurance Company Address

City, State, Zip Code

Subject: Claim for Business Interruption Insurance Proceeds

Dear Claims Adjuster,

I am writing to formally submit a claim for insurance proceeds related to business interruption resulting from [briefly describe the incident, e.g., fire, flood, etc.] that occurred on [date of incident]. Our business, [Your Business Name], located at [Business Address], has suffered significant losses as a result of this event.

The details of the claim are as follows:

- **Policy Number:** [Your Policy Number]
- **Type of Coverage:** Business Interruption
- **Date of Incident:** [Date]
- **Estimated Losses:** [Amount of losses]
- **Business Operations Impacted:** [Description of how operations have been affected]

Enclosed are all supporting documents, including:

- Copy of the insurance policy
- Proof of loss documentation
- Financial statements
- Any other relevant documentation

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

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Business Name]