

# Personal Accident Insurance Claim Settlement Request

To,  
The Claims Manager,  
[Insurance Company Name],  
[Insurance Company Address],  
[City, State, Zip Code]

Date: [Insert Date]

Subject: Request for Settlement of Personal Accident Insurance Claim

Dear [Claims Manager's Name],

I am writing to formally request the settlement of my personal accident insurance claim (Policy No: [Insert Policy Number]) following an accident that occurred on [Insert Date of Accident].

Details of the accident are as follows:

- Date of Accident: [Insert Date]
- Location of Accident: [Insert Location]
- Description of Incident: [Briefly describe what happened]
- Injuries Sustained: [List Injuries]

I have attached the required documents to support my claim, including:

- Copy of Policy Document
- Medical Reports
- Police Report (if applicable)
- Any other relevant documentation

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

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]