

Car Damage Insurance Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Car Damage Insurance Claim - Policy No. [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages to my vehicle, a [Make, Model, Year], bearing the license plate number [License Plate]. The incident occurred on [Date of Incident] at [Location of Incident].

The damage was caused by [brief description of how the damage occurred]. I have attached relevant documents, including photos of the damage, a copy of the police report, and any estimates for repairs I have received.

Please let me know if any additional information is required or if there are any forms I need to fill out to process this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]