

Auto Insurance Claim Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Insurance Company Name

Claims Department
Company Address
City, State, Zip Code

Subject: Auto Insurance Claim - Policy Number [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim for damages to my vehicle that occurred on [insert date of incident]. The details of the accident are as follows:

- **Date of Incident:** [Insert Date]
- **Location of Incident:** [Insert Location]
- **Description of Incident:** [Provide a brief description of what happened]
- **Other Parties Involved:** [List any other drivers or parties involved]
- **Police Report Number:** [Insert Police Report Number if applicable]

I have attached the following documents to support my claim:

- Copy of the police report
- Pictures of the damages
- Repair estimates
- Any other relevant documentation

My policy number is [Insert Policy Number]. I would appreciate if you could expedite the processing of my claim, as I rely on my vehicle for [mention any specific reason for urgency].

Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Thank you for your attention to this matter.

Sincerely,
[Your Name]