

Disaster Claim Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally notify you of a claim for business losses resulting from [describe the disaster, e.g., a hurricane, flood, fire, etc.] that occurred on [date of the incident].

As a result of this disaster, our business has experienced significant interruptions and financial losses. Specifically, we have incurred losses amounting to [insert estimated loss amount], which includes [briefly list specific damages, such as property damage, lost revenue, etc.].

Enclosed are the necessary documents to support our claim, including:

- Incident report
- Photographic evidence of damages
- Financial statements
- Repair estimates
- Any other relevant documentation

We appreciate your prompt attention to this matter and look forward to your swift response. Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]