

Insurance Claim Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Insurance Claim Request for Personal Injury

Dear [Claims Adjuster's Name],

I am writing to formally request an insurance claim for personal injury sustained on [date of incident]. The details of the incident are as follows:

Date of Incident: [Insert Date]

Location: [Insert Location]

Description of Incident: [Briefly describe the incident and how the injury occurred.]

Injuries Sustained: [List the injuries you sustained as a result of the incident.]

I have attached all relevant documentation, including medical reports, bills, and any additional evidence pertaining to the incident. My policy number is [Your Policy Number].

Please let me know if you require any further information or additional documentation to process this claim. I appreciate your prompt attention to this matter.

Thank you for your consideration.

Sincerely,

[Your Name]