

# Accident Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

## **Subject: Third-Party Accident Claim Notification**

Dear [Insurance Adjuster's Name],

I am writing to formally notify you of an accident that occurred on [Insert Date of Accident] involving my vehicle [Make, Model, Year] and the third-party vehicle [Make, Model, Year]. The details of the incident are as follows:

- Date of Accident: [Insert Date]
- Location of Accident: [Insert Location]
- Description of Incident: [Brief Description]
- Third-Party Driver's Name: [Insert Name]
- Third-Party Insurance Company: [Insert Company Name]
- Claim Number (if applicable): [Insert Number]

Please let me know the next steps in the claims process and any documents you may require to expedite the claim.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]