

Personal Injury Claim Initiation Letter

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Re: Personal Injury Claim - [Your Name]

Dear [Claims Adjuster's Name],

I am writing to formally initiate a personal injury claim following an incident that occurred on [Insert Date of Incident]. I was injured as a result of [briefly describe the incident, e.g., a car accident, slip and fall, etc.], and I believe that the responsible party is [Insert Responsible Party's Name or Insurance Information].

The details of the incident are as follows:

- **Description of Incident:** [Detailed description]
- **Date and Time:** [Insert Date and Time]
- **Location:** [Insert Location]
- **Injury Details:** [Describe your injuries]
- **Medical Treatment Received:** [List medical treatments and providers]

I have attached copies of the relevant documents, including medical records, accident reports, and any other supporting evidence.

I would appreciate your prompt attention to this matter and look forward to your response to discuss the further handling of my claim.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]