

Insurance Claim Documentation Request

Date: [Insert Date]

To: [Insurance Company Name]

Attn: Claims Department

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

Dear Claims Adjuster,

I am writing to formally request the necessary documentation to process my business interruption insurance claim due to [briefly explain the reason, e.g., a recent natural disaster, pandemic-related shutdown, etc.].

As per the terms of my insurance policy, I wish to provide the required details to expedite my claim. Please assist me by supplying the following documentation:

- Proof of loss
- Business financial statements from the last [specify time frame]
- Sales records prior to the incident
- Any other relevant documentation pertaining to the claim

I appreciate your prompt attention to this matter and look forward to your swift response. If you require any further information from my side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]