

# Insurance Claim Reimbursement for Business Interruption

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Request for Business Interruption Insurance Claim Reimbursement**

Dear [Adjuster's Name or Claims Department],

I am writing to formally submit a claim for reimbursement under my business interruption insurance policy, [Policy Number], issued by your company. My business, [Business Name], has experienced significant loss of income due to [briefly explain the cause of the business interruption, e.g., a fire, natural disaster, pandemic].

The incident occurred on [date of incident] and has resulted in a cessation of operations from [start date] to [end date]. During this period, our income was affected, leading to a substantial impact on our financials.

I have attached the following documentation to support my claim:

- Copy of the insurance policy
- Documentation of the incident (reports, photographs, etc.)
- Financial statements showing loss of income
- Any other relevant documents

I kindly request that you process this claim at your earliest convenience. Please confirm receipt of this letter and the enclosed documents. Should you need any further information, feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Business Name]