

# Insurance Claim Reimbursement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, ZIP Code]

Dear [Claims Adjuster's Name],

Subject: Request for Reimbursement - Claim Number [Insert Claim Number]

I am writing to formally request reimbursement for the damages incurred to my vehicle on [Insert Date of Incident], as per my insurance policy with your company.

Details of the Incident:

- Policy Number: [Insert Policy Number]
- Vehicle Make/Model: [Insert Vehicle Make/Model]
- Date of Damage: [Insert Date]
- Description of Damage: [Brief Description of Damage]
- Repair Costs: [Insert Total Repair Cost]

Enclosed with this letter are the following documents to support my claim:

- Copy of the Incident Report
- Estimates/Invoices from Repair Shop
- Photos of Damage
- Any Other Relevant Documentation

I appreciate your prompt attention to this matter and look forward to your swift response. Should you require any further information or documentation, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]