

Insurance Incident Notification

Date: [Insert Date]

To: [Insurance Company Name]

Policy Number: [Insert Policy Number]

Claim Number: [Insert Claim Number]

Dear [Insurance Agent's Name],

I am writing to formally notify you of an incident that occurred on [Insert Date of Incident] that may require coverage under my insurance policy.

Details of the incident are as follows:

- **Type of Incident:** [Describe Incident]
- **Location:** [Insert Location]
- **Description:** [Provide a brief description of the incident]
- **Involved Parties:** [List any other parties involved]
- **Witnesses:** [List any witnesses, if applicable]

Please let me know if you require any additional information or documentation in order to process this notification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]