

Insurance Claim Documentation Checklist

Dear [Customer Name],

Thank you for choosing [Insurance Company Name]. To ensure a smooth claims process, please review the following documentation checklist:

Claim Documentation Checklist

- **Completed Claim Form:** Please fill out and sign the claim form.
- **Policy Document:** A copy of your insurance policy.
- **Proof of Loss:** Documentation detailing the loss or damage.
- **Photos:** Clear photographs of the damage, if applicable.
- **Estimates for Repair:** Written estimates from repair providers.
- **Receipts:** Copies of receipts for any expenses incurred related to your claim.
- **Witness Statements:** If applicable, collect statements from witnesses.

Please gather the above documents and submit them by [Submission Deadline]. If you have any questions, feel free to reach out to our claims department at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Contact Information]