

Insurance Claim Process and Criteria for New Claims

Date: [Insert Date]

Claim Number: [Insert Claim Number]

Policyholder Name: [Insert Name]

Address: [Insert Address]

Contact Number: [Insert Phone Number]

Dear [Claim Adjuster's Name],

I am writing to initiate an insurance claim for [brief description of the incident or loss], which occurred on [insert date of incident]. My policy number is [insert policy number].

Claim Process Overview:

1. Notify the insurance company within [insert timeframe] days of the incident.
2. Submit all required documentation, including but not limited to:
 - o Proof of loss
 - o Incident report
 - o Photos or other evidence
 - o Medical records (if applicable)
3. Complete the claim form provided by your office.
4. Await evaluation from the claims adjuster.
5. Receive decision on claim (approval/denial).

Criteria for New Claims:

- Claims must be reported within [insert timeframe] days of the incident.
- All supporting documents must be submitted with the claim.
- The incident must be covered under the terms of the policy.
- Claims must not be fraudulent or exaggerated.

Thank you for your assistance in this matter. Please feel free to contact me at [insert phone number] or [insert email address] if you require further information.

Sincerely,

[Your Name]