

Liability Insurance Claim Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Liability Insurance Claim - [Claim Number]

Dear [Insurance Adjuster's Name],

I am writing to formally submit a claim for liability insurance following an accident that occurred on [date of accident] at [location of accident].

Details of the Incident:

- Policy Number: [Your Policy Number]
- Claim Number: [Assigned Claim Number]
- Description of the Incident: [Brief description of the accident]
- Parties Involved: [List other parties involved, if applicable]
- Witnesses: [List any witnesses to the accident]

Attached to this letter, you will find copies of all relevant documents including the police report, photographs of the scene, medical records, and any other pertinent information that supports my claim.

Please let me know if you require any additional information. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]