

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

Subject: Commercial Insurance Claim - [Policy Number]

Dear Claims Manager,

I am writing to formally submit a claim for commercial insurance under policy number [Policy Number]. The incident occurred on [Date of Incident] at [Location of Incident] and has resulted in [brief description of the damages or losses].

Please find attached the necessary documentation, including:

1. A completed claim form
2. Photographic evidence of damages
3. A copy of the police report (if applicable)
4. Any relevant invoices or estimates for repair costs

I would appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact me at [Phone Number] or via email at [Email Address] if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]