

[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 [Claims Adjuster's Name or "Claims Department"],  
I am writing to formally submit a claim under my liability insurance policy [Policy Number] for an incident that occurred on [Date of Incident].

Detailed description of the incident:

- [Briefly describe the incident and the parties involved]
- [Include any relevant dates, locations, and circumstances surrounding the incident]

I am including the following documents to support my claim:

1. [Document 1, e.g., police report]
2. [Document 2, e.g., photographs of the incident]
3. [Document 3, e.g., medical reports, if applicable]
4. [Any other relevant documentation]

Please acknowledge receipt of this claim and provide me with the next steps in the claims process. Should you need any further information or clarification, do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]