

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

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

Subject: Motorcycle Insurance Claim - Policy No. [Your Policy Number]

Dear Claims Department,

I am writing to formally submit a claim for damages to my motorcycle, [Make and Model], following an incident that occurred on [Date of Incident]. The motorcycle was involved in [brief description of the incident, e.g., an accident, theft, or damage from a storm].

Details of the Incident:

- Date and Time: [Date and Time]
- Location: [Location of Incident]
- Description: [Brief description of what happened, including any parties involved]
- Police Report Number: [If applicable]

I have attached the necessary documentation to support my claim, including:

1. A copy of the police report (if applicable)
2. Photographs of the damage
3. Repair estimates
4. Other relevant documents (e.g., witness statements)

Please let me know if you require any further information to proceed with my claim. I would 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]