

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

Claims Department
DBS Bank

[Bank Address]
[City, State, Zip Code]

Subject: Insurance Claim for Policy Number [Your Policy Number]

Dear Claims Department,

I am writing to formally submit an insurance claim for my policy numbered [Your Policy Number] due to [brief description of the incident, e.g., "a car accident that occurred on [date of incident]"].

Details of the incident:

- Date of Incident: [Date]
- Location of Incident: [Location]
- Description of Incident: [Brief description of what happened]
- Amount of Claim: [Claim amount if applicable]

Attached to this letter, you will find all necessary documents to support my claim, including:

1. A copy of my insurance policy
2. Incident report (if applicable)
3. Police report (if applicable)
4. Photographic evidence (if available)
5. Medical bills (if applicable)
6. Any other relevant documentation

Please acknowledge receipt of this claim and update me on the status at your earliest convenience. Should you require any further information or clarification, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]