

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

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

Subject: Notification of Insurance Claim - [Policy Number]

Dear [Claims Adjuster's Name or Customer Service Department],
I am writing to formally notify you of a claim I would like to file under my insurance policy with the number [Policy Number]. The details of the incident are as follows:

- Date of Incident: [Date]
- Location of Incident: [Address or location where the incident occurred]
- Description of Incident: [Brief description of what happened]
- Any involved parties (if applicable): [List any other parties involved]
- Police Report Number (if applicable): [Number]

Please find attached any supporting documents required for processing this claim, including [list any documents such as photos, receipts, a police report, etc.].

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in the claims process. Please feel free to reach me at [your phone number] or [your email address] should you need any further information.

Thank you for your assistance.

Sincerely,

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