

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

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

Subject: Incident Report for Insurance Claim - [Claim Number, if available]

Dear [Insurance Adjuster's Name or "Claims Department"],
I am writing to formally report an incident that occurred on [date of incident] at [location of incident]. This letter serves as a detailed account of the events surrounding the incident and is intended to support my insurance claim related to this matter.

****Details of the Incident:****

1. ****Date and Time of Incident:****

[Insert date and time]

2. ****Location of Incident:****

[Insert specific location]

3. ****Description of the Incident:****

[Provide a detailed description of what happened, including all relevant information and circumstances surrounding the incident.]

4. ****Involved Parties:****

- [Your Full Name, Role]

- [Other Parties Involved, if any, with their contact information]

5. ****Witnesses:****

- [Witness Name, Contact Information]

- [Additional Witnesses, if any]

6. ****Injury/Damage Description:****

[Describe any injuries sustained or damage to property, including an estimated value of the loss.]

7. ****Police Report:****

[Mention if a police report was filed and provide any report number.]

****Attachments:****

- [List any attached documents such as photos, receipts, witness statements, or the police report.]

I kindly request that this incident be documented as part of my claim for [type of claim, e.g., property damage, personal injury]. Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification regarding this incident. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Policy Number]