

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

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

Subject: Insurance Claim Submission - Policy Number [Your Policy Number]

Dear [Claims Adjuster's Name or "Claims Department"],
I hope this letter finds you well. I am writing to formally submit a claim under my insurance policy with your company, Policy Number [Your Policy Number].

Details of the Claim:

- **Date of Incident:** [Date of Incident]
- **Type of Incident:** [Brief description of the nature of the claim]
- **Location of Incident:** [Location where the incident occurred]

Attached to this letter, you will find the following documentation to support my claim:

1. Claim Form (completed)
2. Copy of Insurance Policy
3. Incident Report/Police Report (if applicable)
4. Photos of the Damage (if applicable)
5. Repair Estimates/Invoices (if applicable)
6. Medical Records/Bills (if applicable)

I kindly request that you process my claim promptly and keep me informed of its status. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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]