[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 Request - Policy Number [Your Policy Number]
Dear [Insurance Company's Claims Department/Specific Person's Name],
I am writing to formally request the initiation of my insurance claim under policy number [Your Policy Number] for [brief description of the incident, e.g., damage to property, medical expenses].
On [date of incident], [describe the incident briefly, including any important details relevant to the claim].
Attached are all relevant documents that support my claim, including [list enclosed documents, e.g., incident report, photographs, receipts, etc.].
I appreciate your attention to this matter and look forward to your prompt response.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]