

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

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

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

Dear [Claims Adjuster/Insurance Company Representative's Name],
I am writing to formally submit a claim under my insurance policy with the number [Your Policy Number]. The details of the incident are as follows:

- **Date of Incident:** [Date of the incident]
- **Type of Claim:** [Type of claim, e.g., auto, health, property]
- **Description:** [Brief description of the incident and any damages incurred]
- **Claim Amount:** [Amount being claimed]

Enclosed with this letter are the following documents to support my claim:

1. [List of documents, e.g., claim form, police report, medical records, photographs, receipts]
2. [Any additional relevant documentation]

Please let me know if you require any further information or documentation to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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