

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

Claims Department

Volkswagen Insurance

[Insurance Company Address]

[City, State, Zip Code]

Subject: Insurance Claim Submission - [Claim Number]

Dear Claims Adjuster,

I am writing to formally submit a claim under my Volkswagen vehicle insurance policy, number [Your Policy Number], related to an incident that occurred on [Date of Incident]. The details are as follows:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Description of Incident: [Provide a brief description of the incident]
- Claim Number: [Insert Claim Number]

I have attached all relevant documents, including photographs, a copy of the police report (if applicable), and any other supporting documentation for your review. Please let me know if any additional information is required to process this claim.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]