

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

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

Subject: Insurance Claim for [Policy Number]

Dear [Claims Adjuster's Name or "Claims Department"],
I am writing to formally submit an insurance claim for my Volkswagen vehicle, [make/model/year], with policy number [your policy number]. This claim is a result of [briefly describe the incident, e.g., "a collision on [date]"].

Details of the incident are as follows:

- Date and time of the incident: [date and time]
- Location of the incident: [address/location]
- Description of the incident: [provide a detailed explanation of what happened]
- Involved parties: [names and contact information if applicable]
- Police report: [include if applicable, mention report number]

Attached to this letter are the following documents to support my claim:

1. Copy of the police report
2. Photos of the damage
3. Any medical reports (if applicable)
4. Repair estimates or invoices

I would appreciate your prompt attention to this matter and look forward to your response. Please do not hesitate to contact me at [your phone number] or [your email address] if you need any further information. Thank you for your assistance.

Sincerely,

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