

[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 Vehicle Accident - Policy #[Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit an insurance claim regarding a vehicle accident that occurred on [Date of Accident] involving my Volkswagen [Model and Year].

1. **Accident Details:**

- Date and Time of Accident: [Date and Time]
- Location of Accident: [Location]
- Description of Accident: [Briefly explain what happened]

2. **Involved Parties:**

- Your Vehicle: [Your Vehicle Details - Make, Model, Year, VIN]
- Other Party's Vehicle: [Other Party Details - Make, Model, Year, VIN]
- Police Report Number: [If applicable]

3. **Damage Assessment:**

- Description of Damage: [Detailed account of damage to your vehicle]
- Estimated Repair Costs: [Provide estimates or mention attached

documents]

4. **Documentation Included:**

- Copy of the Police Report
- Photos of Damage
- Estimates from Repair Shop
- Witness Statements (if any)

I kindly request that you process this claim promptly. If you need any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]