

[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 Accident Damage - Policy Number: [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally file an insurance claim for damage to my Volkswagen vehicle, resulting from an accident that occurred on [Date of Accident]. My policy number is [Your Policy Number].

On the day of the incident, my vehicle was involved in an accident at [Location of Accident]. The other party involved was [Name of Other Party] and their insurance information is as follows: [Other Party's Insurance Company, Policy Number].

The damage to my vehicle includes [Brief Description of Damage], and I have attached photos for your reference. I have also included the police report, which documents the details of the accident.

I kindly request that you process my claim as soon as possible, and let me know if you need any additional information or documentation to assist with the evaluation.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

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