

[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 Request for [Policy Number]

Dear [Claims Department/Specific Adjuster's Name],

I am writing to formally submit a claim under my car insurance policy with [Insurance Company Name], policy number [Policy Number], related to an incident that occurred on [Date of Incident].

Details of the Incident:

- Date and Time: [Date and Time]
- Location: [Location of Incident]
- Description of Incident: [Brief description of what happened]
- Vehicle Details: [Year, Make, Model, VIN]

I have attached the following documents to support my claim:

1. A copy of the police report (if applicable)
2. Photographs of the damage
3. Quotes for repairs
4. Any additional relevant documents

Please let me know if you need any more information to process my claim.

I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]