Accident Claim Letter

Subject: Accident Claim

Dear Sir/Madam,

I am writing to file a claim for an accident that occurred on [date of the accident] involving my [make, model, and license plate number of your vehicle]. I have an insurance policy with your company, and I believe the incident is covered under the terms and conditions of the policy.

The accident occurred at approximately [time] at the intersection of [intersection name/street names]. I was traveling through the intersection when another vehicle ran a red light and collided with my vehicle. The impact caused significant damage to my car and resulted in personal injuries. I have attached the following documents for your reference and review:

- 1. Copy of the police report filed at the scene of the accident.
- 2. Photographs of the accident scene, including damage to my vehicle.
- 3. Medical reports and receipts related to the injuries sustained in the accident.
- 4. Any other relevant supporting documents (e.g., witness statements, repair estimates, etc.).

As per the policy terms, I kindly request that you initiate the claims process and assign an adjuster to assess the damages and injuries. Additionally, I would appreciate guidance regarding any further steps I need to take to expedite the claim.

Please feel free to contact me at [phone number] or [email address] to discuss any additional information or to arrange an appointment for inspection, if required.

I have always maintained a good relationship with your company and have been a loyal customer for [duration]. I trust that you will handle my claim in a fair and efficient manner, providing the necessary assistance during this challenging time.

Thank you for your prompt attention to this matter. I look forward to a positive resolution of my claim. Yours sincerely,

[Your Name]