

# Formal accident claim letter to insurance company

Subject: Accident Claim Request

Dear Claims Department,

I am writing to formally submit a claim regarding the accident that occurred on [date] involving my vehicle, [vehicle details]. The accident took place at [location], and I have attached the police report, photographs, and other relevant documents for your review. Thankfully, no serious injuries occurred, but the vehicle sustained significant damage.

I kindly request that this claim be processed in accordance with my insurance policy number [policy number]. Please let me know if you require additional documents or information to proceed further.

Thank you for your assistance and prompt attention to this matter.

Sincerely,

[Your Name]

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