

Casual accident claim email for minor damages

Subject: Accident Claim for Minor Damages

Hello [Insurance Officer's Name],

I wanted to inform you about a minor accident I was involved in on [date]. While no one was injured, my car did suffer some damage that I would like to claim under my policy [policy number]. I have attached photos and a copy of the initial police note.

Could you please guide me on the next steps for getting this claim processed? I'd appreciate your help.

Best regards,

[Your Name]

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