

Preliminary accident claim letter to notify insurance

Subject: Notification of Accident and Claim Intention

Dear [Insurance Provider],

I am writing to notify you of an accident that occurred on [date]. I am currently in the process of gathering the necessary documents, including police and medical reports, to support a formal claim. At this stage, I would like to register my intention to file a claim under policy number [policy number].

Please advise me of the exact documents required and the deadlines for submission. I will provide the full claim file as soon as possible.

Yours sincerely,

[Your Name]

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