

# Initial Insurance Claim Notification Letter

Subject: Vehicle Insurance Claim Notification - Policy #[Your Policy Number]

Dear [Insurance Company Name] Claims Department,

I am writing to formally notify you of a vehicle accident that occurred on [Date] at approximately [Time] at [Location]. I am the policyholder under Policy Number [Your Policy Number], and I wish to file a claim for damages sustained to my vehicle, a [Year, Make, Model].

The accident occurred when [brief description of how the accident happened]. The other party involved was driving a [Vehicle Description] with license plate number [License Plate]. Police Report Number [Number] was filed with [Police Department Name].

My vehicle sustained damage to [describe damage areas]. I have attached photographs of the damage, the police report, and the other driver's insurance information. At this time, I am requesting an assessment of the damage and authorization to proceed with repairs.

Please confirm receipt of this claim and provide me with a claim number and the name of the adjuster assigned to my case. I am available for inspection at your earliest convenience and can be reached at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Policy Number]

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