

Supplemental Claim Letter

Subject: Supplemental Claim Request - Additional Damages Discovered

Dear [Adjuster Name],

I am writing regarding Claim Number [Claim Number] for the accident that occurred on [Date].

During the repair process, my authorized repair facility, [Shop Name], has discovered additional damages that were not visible during the initial inspection.

According to [Shop Name], once they began disassembling the vehicle to perform the authorized repairs, they found [describe hidden damage - frame damage, internal component damage, etc.].

This type of damage could not have been detected during the external visual inspection but is directly related to the impact sustained in the accident.

The repair facility has provided a supplemental estimate detailing these additional damages, which amounts to \$[Amount]. I have attached this supplemental estimate, along with photographs documenting the newly discovered damage.

The shop has temporarily halted work pending your authorization to proceed with these additional repairs. This delay is extending my time without a vehicle and increasing my rental car expenses.

I request that you or your assigned adjuster visit [Shop Name] at [Address] as soon as possible to verify these damages and authorize the supplemental repairs. The shop is available for inspection [days/times] and can be reached at [Phone Number].

Please contact me at [Phone Number] or [Email Address] to confirm the inspection appointment and provide an estimated timeline for authorization.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Claim Number]

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