

# Car Insurance Claim Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department]

[Company Address]

[City, State, ZIP Code]

Subject: Car Insurance Claim for [Accident Date]

Dear Claims Department,

I am writing to report a claim for the recent car accident that occurred on [Accident Date] involving my vehicle, [Your Car's Make and Model], with license plate number [License Plate Number].

Enclosed, you will find copies of the police report, photographs of the accident scene, and an estimate of the repair costs from an authorized auto repair shop. I request your assistance in processing this claim promptly and accurately.

If there are any additional documents or information required, please let me know at your earliest convenience. You can reach me at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]