

Injury Claim Letter

Subject: Injury Claim - Policy Number: [Policy Number]

Dear [Recipient's Name],

I am writing to inform you about an incident that occurred on [Date of Incident] and to file an injury claim under my policy with [Insurance Company Name]. The purpose of this letter is to provide you with a detailed account of the incident and the resulting injuries, as well as the supporting documentation.

Incident Details:

On [Date of Incident], I was involved in a [brief description of the incident, e.g., car accident] at [location of incident]. The incident occurred due to [briefly explain the cause or fault, if known]. As a result, I sustained the following injuries:

1. [List of injuries, e.g., whiplash, broken arm, etc.]
2. [List any other injuries, if applicable]

Medical Treatment:

Following the incident, I sought immediate medical attention at [Hospital/Clinic Name] to assess and treat my injuries. The medical report from [Hospital/Clinic Name], dated [Date of Medical Report], outlines the extent of my injuries and the recommended treatment plan. I have enclosed a copy of the medical report for your reference.

Expenses Incurred:

Due to the injuries sustained, I have incurred various expenses related to medical treatment, medication, and transportation. A detailed breakdown of the expenses is provided below:

1. [List of expenses, e.g., medical bills, prescription costs, physical therapy fees, etc.]
2. [List any other expenses, if applicable]

Supporting Documents:

To support my injury claim, I have enclosed the following documents:

1. Copy of the incident report filed with [Police Department/Authority]

2. Copy of the medical report from [Hospital/Clinic Name]
3. Copies of medical bills and receipts
4. Prescription receipts and medication details
5. Proof of transportation expenses related to medical appointments

I request that you review my claim promptly and provide me with the necessary forms and instructions to proceed with the claim process. If there are any additional documents or information required, please let me know, and I will promptly provide them.

I trust that [Insurance Company Name] will handle this matter efficiently and fairly. I appreciate your attention to this claim and look forward to a prompt resolution. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]