

Standard insurance claim letter

Subject: Insurance Claim for [Policy Number]

Dear Claims Department,

I am writing to file a claim under my insurance policy [Policy Number]. On [Date of Incident], an event occurred resulting in [brief description of loss, damage, or injury].

I have attached all relevant documents including the police report, medical bills, and photographs of the incident. Please process my claim at the earliest convenience and advise if any additional documentation is required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Email Address]

[Phone Number]

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