

## Quick insurance claim email

Subject: Claim Request “ [Policy Number]

Hello,

I would like to submit a claim for my insurance policy [Policy Number] due to [brief explanation of incident]. Attached are the relevant documents including photos and bills.

Please let me know if you need anything else to process this claim. Thank you!

Best,

[Your Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/insurance-claim-letter>