

Formal Vehicle Damage Claim

Subject: Property Damage Claim - Policy #[Policy Number] - Incident Date: [Date]

Dear Claims Adjuster,

I am writing to formally report property damage resulting from a vehicle collision that occurred on [Date] at approximately [Time] at [Location]. I am the policyholder under policy number [Policy Number].

The incident involved my vehicle, a [Year Make Model], license plate [Number], which sustained significant damage when [Brief description of incident - e.g., "another vehicle ran a red light and struck my car"]. The other party's information is as follows: [Name], driving a [Vehicle description], license plate [Number], insured by [Insurance company].

The damage to my vehicle includes [Detailed list of damages - e.g., "front bumper completely detached, headlights shattered, hood severely dented, radiator damaged"]. I have obtained repair estimates totaling \$[Amount] from [Shop names].

I have attached the following supporting documentation:

- Police report #[Number]
- Photos of vehicle damage and accident scene
- Repair estimates from certified mechanics
- Medical reports (if applicable)

I request prompt processing of this claim and would appreciate your guidance on the next steps. Please contact me at [Phone number] or [Email] to schedule a vehicle inspection at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your name]

[Date]

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