

Reservation Of Rights Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department]

[Address]

[City, State, Zip Code]

Re: Policy Number: [Policy Number]

Claim Number: [Claim Number]

Dear Claims Department,

I am writing to inform you that I recently became aware of a potential claim under the above-mentioned policy. However, I must respectfully reserve all of my rights with regard to coverage and any other related matters concerning this claim.

As of the date of this letter, I am not waiving any rights, coverages, or defenses that I may have under the insurance policy. I also want to clarify that my reservation of rights should not be interpreted as an acknowledgment of liability or a commitment to provide coverage.

At this time, the specific details of the claim are still being investigated and reviewed, and the circumstances surrounding the incident are subject to further examination. Until a full investigation is completed and all relevant information is gathered, I cannot conclusively determine whether this claim falls within the scope of the policy coverage.

I kindly request that your investigation into this matter be thorough, transparent, and conducted in a timely manner. As the policyholder, I expect to be kept informed of any developments regarding this

claim, including updates on the investigation and the decision regarding coverage.

Please consider this letter as a formal reservation of my rights under the policy. I expect that any communications, negotiations, or settlements related to this claim will be conducted with this reservation in mind.

In the event that coverage is ultimately denied or limited for any reason, I will rely on this reservation of rights letter to protect my interests and seek all available remedies under the policy and applicable law.

Should you require any additional information or documentation from me to assist in your investigation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter. I look forward to your prompt response and a fair resolution.

Sincerely,

[Your Name]