**Insurance Claim Letter**

Sample Letter

                                 Date:\_\_\_\_\_\_\_\_\_\_

From

Name of the Insurance Claiming Person

Address \_\_\_\_\_\_\_\_\_\_

Email ID \_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_

To,

Name of the Person

Designation

Organization Name

Address \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Insurance claim of the car**

Dear ,

I am writing this letter in regards with the insurance claim for my car. My insurance policy number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The details of the car accident are mentioned below:

On (incidence date) \_\_\_\_\_\_\_\_\_\_\_, I parked my car in front of my office, in the parking area. There was a track that tried to park between two cars, but it was no enough space and it hit my car from behind. The result is that the body from behind got smashed. I checked my insurance papers and I could see from there that I am eligible for claim. I have already met a representative from your company and filed the report. As I was informed you will contact me regarding the insurance matter.

I would like to inform you that I haven´t received any correspondence, any calls from your company regarding this matter in spite of my reminders during the last 4 days.

Please look into the matter and oblige.

Sincerely,

Signature

Name of the Insurance Claiming Person