

Written Complaint Letter Template for Insurance Claim

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Claims Department

[Insurance Company Name]

[Insurance Company Address]

City, State, ZIP Code

Subject: **Insurance Claim for [Policy Number / Claim Number]**

Dear Sir/Madam,

I am writing to formally submit a complaint and corresponding claim regarding the incident that occurred on **[date of incident]**. My insurance policy number is **[policy number]**. Please find below a detailed account of the event and a comprehensive list of the damages/losses incurred:

- **Description of Incident:** [Describe the event or issue leading to the claim, including date, time, and location]
- **Damages/Losses:** [Explain the damages or losses and how they were caused]
- **Action Taken:** [Describe immediate actions taken after the incident, such as contacting authorities, seeking medical attention, etc.]

In support of my claim, I have attached the following documents:

- Photographs of the damage/loss
- Receipts and invoices for repairs or replacements
- Police report (if applicable)
- Medical reports (if applicable)
- Any other relevant documents

I kindly request your prompt attention in processing my complaint and insurance claim in accordance with the terms of my policy. Please confirm the receipt of this complaint and its supporting documents. Should you require any further information or clarification, do not hesitate to contact me at the details provided above.

Thank you for your assistance and attention to this matter.

Yours sincerely,

[Your Name]

Attachments:

- Photographs
- Receipts/Invoices
- Police Report
- Medical Records
- Other Relevant Documents