**INSURANCE CLAIM LETTER**

**[Date]**

**[Name of the Insurance Claiming Person]**

**[Address]**

**[Email ID]**

**[Contact]**

**[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 car 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 met the insurance representative and filed the report. I was informed that you will contact me regarding insurance.

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]**