

Date: [Date]

To,

The Claims Manager,

[Insurance Company Name]

[Branch/Office Address]

Subject: Loss Notification for Policy No. [Policy Number]

Dear Sir/Madam,

I wish to formally notify you of a loss related to my insurance policy referenced above.

Details of the Loss:

Date of Loss: [Date of Incident]

Time of Loss: [Time of Incident]

Location of Loss: [Location]

Description of Incident: [Brief Description of the Event and Loss]

The loss was discovered on [Date], and immediate steps were taken to minimize further damage. All relevant authorities have been informed, and the necessary documentation has been prepared.

Kindly initiate the claim process and advise me of any further information or documentation required to progress this notification.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Email Address]

[Signature, if submitting a hard copy]

Important Notes:

- Submit the loss notification as soon as possible after the incident occurs.
- Ensure all details, especially policy number and date/time/location of loss, are accurate and complete.
- Attach supporting documents such as photos, police reports, or invoices, if applicable.
- Keep a copy of the letter and all communications with the insurance company for your records.
- Respond promptly to any follow-up requests from your insurer for additional information.