

ABC Corporation Ltd.
123 Main Street
CityTown, 12345
Email: claims@abccorp.com
Phone: (123) 456-7890

June 18, 2024

To:
Claims Department
XYZ Insurance Co.
456 Elm Avenue
CityTown, 67890

Subject: Claim Notification Letter for Loss Incident

Dear Sir/Madam,

I am writing to formally notify you of a loss incident involving property insured under Policy No. **INS-0987654321** held with your company. The incident occurred on **June 15, 2024** at our premises located at **123 Main Street, CityTown**.

Description of Loss:

A fire broke out in our main warehouse at approximately 8:15 PM, resulting in significant damage to stored inventory and equipment. Immediate action was taken to alert emergency services and mitigate the impact. A police and fire brigade report has been filed, and a preliminary assessment of damages is underway.

We kindly request that you appoint a loss adjuster to commence an assessment at your earliest convenience. Please let us know if any additional documentation or information is required to expedite the claims process.

Thank you for your prompt attention to this matter.

Sincerely,

John Doe
Claims Manager
ABC Corporation Ltd.

Important Notes on Claim Notification Letters:

- Clearly state the policy number and insured details.
- Include the exact date, time, and location of the incident.
- Provide a brief yet complete description of the loss or damage.
- Attach or mention supporting documents (e.g. police reports, photographs) when necessary.
- Notify insurers promptly as delays may affect claim eligibility.

