

[Your Name / Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP]
[Contact Number]
[Email Address]

[Date]

To,
[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP]

Subject: Intimation of General Loss Claim â€” Policy No. [XXXXXXXXXXXXX]

Dear Sir/Madam,

I am writing to formally inform you about a loss incident under the above-mentioned policy number. The particulars of the loss are as follows:

Date of Loss: [Date]

Location of Loss: [Location]

Details of Loss: [Brief description of circumstances and items/property involved]

Estimated Loss: [Approximate Value]

The incident has been reported to the relevant authorities as required, and all necessary measures have been taken to minimize further loss. Attached are copies of supporting documents including the FIR/police report (if applicable), photographs of the loss, and other relevant evidence.

Kindly initiate the claim assessment process at your earliest convenience. Please let us know if any additional information or documentation is required from our side.

Thank you for your prompt attention.

Sincerely,

[Your Name]
[Designation, if any]
[Company Name, if any]

- Ensure all required details are accurate and correspond with policy records.
- Attach supporting documents such as photos, invoices, and police reports if applicable.
- Send the intimation promptly after the loss is discovered.
- Retain a copy of the intimation letter and all communications for your records.
- Follow up with the insurer for timely processing of your claim.