

[Your Company Letterhead]

Date:

[DD/MM/YYYY]

To:

Claims Manager

[Insurance Company Name]

[Insurance Company Address]

Subject: Notification of Loss â€“ [Policy Number]

Dear Sir/Madam,

We hereby notify you of a loss as per the details mentioned below under our corporate insurance policy referenced above:

1. Name of Insured:

[Full Legal Entity Name]

2. Policy Number:

[Enter Policy Number]

3. Nature and Description of Loss:

[Briefly describe the incident and loss]

4. Date and Time of Loss:

[DD/MM/YYYY, HH:MM as applicable]

5. Location of Loss:

[Full address/location where loss occurred]

6. Estimated Amount of Loss:

[State preliminary estimated amount, if available]

7. Actions Taken:

[List immediate actions to mitigate loss, if any]

Kindly acknowledge receipt of this notification and advise us on the documentation and procedures for processing our claim. Relevant supporting documents can be provided upon request.

Please feel free to contact us for any further information or clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Name]

[Designation/Title]

[Contact Information]

[Company Name]

Important Notes:

- Notify your insurer about the loss as soon as possible, ideally within the notice period stated in your policy.
- Provide accurate and complete details of the loss to avoid delays or disputes during claim processing.
- Retain all supporting documents and evidence of loss (e.g., photographs, invoices, police reports) for submission.
- Review your policy to confirm coverage and understand claim requirements.

- Maintain clear communication with your insurer throughout the claim process.