

Simplified Loss Notification Letter

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Insurer Name: [Insert Insurer Name]

Insurer Address: [Insert Address]

Subject: Notification of Loss / Claim Submission

Dear Sir/Madam,

I am writing to formally notify you of a loss covered under the above-mentioned policy. Please find below the details of the incident:

Date of Loss: [Insert Date of Loss]

Description of Incident: [Briefly describe the nature, cause, and extent of loss/damage]

Location of Incident: [Insert Address / Location]

I kindly request your guidance on any additional steps or documents required to process this claim. Please acknowledge receipt of this notification and advise on the next course of action.

Thank you for your prompt attention.

Sincerely,

[Policyholder's Name]

[Contact Information]

Important Notes:

- This notification should be sent to your insurer as soon as possible after an incident.
- Ensure all necessary and accurate details are included to avoid claim processing delays.
- Retain copies of this letter and all related correspondence for future reference.
- Attach supporting documents (e.g., police reports, photos) if required by your policy.
- Check your policy conditions regarding time limits and required disclosures.