

Third-Party Loss Notification Letter

Liability Insurance Claim

Date: [Insert Date]
To: The Claims Manager
[Insurance Company Name]
[Insurance Company Address]
From: [Your Full Name / Company Name]
[Your Address]
[Policy Number: _____]

Subject: **Third-Party Loss Notification - Liability Insurance**

Dear Sir/Madam,

I am writing to formally notify you of a third-party loss incident that may result in a claim under my liability insurance policy referenced above. Please find the incident details below:

Date of Incident:	[Insert Date]
Time of Incident:	[Insert Time]
Location:	[Full Address or Description]
Details of Incident:	[Detailed description of the incident leading to potential third-party claim]
Details of Third Party Involved:	Name: [Third Party Name] Address: [Third Party Address] Contact Information: [Phone/Email, if known]
Nature and Extent of Loss/Damage:	[Description of loss/damage/alleged bodily injury]
Police Report (if applicable):	[Report Number/Station]
Other Relevant Information:	[Witnesses, attached documents, photos, etc.]

Kindly acknowledge receipt of this notification and provide guidance on the next steps required to process this claim. Please let me know if any further information or documentation is necessary.

Thank you for your prompt attention.

Sincerely,
[Your Name]
[Contact Number]
[Email Address]

Important Notes:

- This letter should be sent as soon as possible after discovery of any incident involving potential third-party liability.
- Always provide accurate, factual, and complete information; avoid admissions of liability in your correspondence.
- Attach copies of all supporting documents (photos, reports, witness statements, etc.) if available.
- Retain a copy of the notification and any correspondence with the insurer for your records.
- Consult your insurance policy or agent for specific notification time frames and claim procedures.

