**[Company Name]**

Address, City, ST ZIP Code | Telephone | Email

Date

Recipient Name

Title

Company

Address  
City, ST ZIP Code

Dear Recipient Name:

I would like to make a claim with reference to my insurance policy number xyz12345. I have recently suffered an accidental damage to my car. I, therefore, request the company to pay for the required repairs as covered by my automobile insurance policy.

The accident took place this Wednesday on the 20th of March. I was driving to my office in the morning using my regular route. Unfortunately, an over-speeding car collided with my Toyota near the ABC roundabout. The car was so fast that it hit me without giving me any time to react. As a result, I could not turn away in time to avoid the collision. Although the accident did not cause any injuries to me, the left rear door of my car has been badly smashed. In addition, there are also two huge dents at the right part of the car as it was pushed to the sidewalk due to the collision. My automobile, therefore, requires some major repairs.

The mechanic has inspected the damages and given me an estimated quote for the repairs amounting to $650/-. I have enclosed the detailed estimates with the letter. According to my policy, the insurance will cover the entire repair expenditure at $150/- deductible.

Kindly pay my claim as soon as possible so that I can go ahead with the repairing process. My car will remain at the workshop for at least 2 weeks for the repairs. It is going to be an inconvenience to me during this time. Therefore, I look forward to your quick response to avoid unpleasant delays.

[Your Name]