

[DATE OF LETTER]

[Hint ±](#)

[INSURANCE COMPANY'S NAME & CONTACT INFO]

Re: [TYPE OF CLAIM] injury

Claimant: [YOUR NAME]

Insured: [AT-FAULT PARTY'S NAME]

Policy #: [AT-FAULT PARTY'S INSURANCE POLICY NUMBER]

Date of Loss: [DATE OF THE ACCIDENT-INJURY]

To whom it may concern,

Please be advised that I am pursuing a claim for injuries and damages as a result of a [TYPE OF CLAIM] which occurred on [DATE OF INJURY] at [LOCATION], due to your insured's negligence.

Currently, I am not represented by an attorney. I am pursuing this claim in good faith, in hopes of settling the claim amicably, and without the need for litigation

Please direct all communications regarding this claim to me directly. I request written notification of the policy limits of your insured's liability policy, including any excess/umbrella coverage which may exist. As more information becomes available, I will provide you with additional details regarding my claim.

Thank you for your anticipated cooperation in this matter.

Sincerely,

[YOUR NAME & CONTACT INFO]