[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Claim Submission**

Dear [Recipient’s Name/Claims Department],

We are writing to formally notify you of the submission of a claim under [*policy/contract/agreement reference*]. This claim pertains to [*brief description of the claim, e.g., property damage, breach of contract, etc.*], and all relevant documentation has been included for your review.

**Claim Details**

* **Claim Reference Number** (if applicable): [CLAIM NUMBER]
* **Date of Incident**: [DATE]
* **Nature of Claim**: [*Brief Summary of Claim*]
* **Policy/Agreement Reference**: [POLICY/CONTRACT NUMBER]

**Supporting Documents**

The following documents are attached to support this claim:

* [*Document 1, e.g., incident report*]
* [*Document 2, e.g., photographs, invoices, or contracts*]
* [*Additional Supporting Materials, if applicable*]

**Next Steps**

Please confirm receipt of this submission and provide an estimated timeline for claim processing. Should additional information or clarification be required, do not hesitate to reach out to us.

**Contact Information**

For any questions regarding this claim, please contact [Name, Title] at [Email Address/Phone Number].

We appreciate your prompt attention to this matter and look forward to your response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]