To,

[Name of Recipient]

[Designation of Recipient]

[Name of Insurance Company]

Date:

**Subject: Claim Letter to Insurance Company for Car**

Dear [name of recipient],

I am writing this letter to claim for the insurance of my car, the policy number of which is [mention policy number]. The details of the incident are mentioned below:

[here you must mention in detail about the incident that happened, if your car got lost or it is damaged as a result of an accident].

I hope that you will take immediate action so as to approve my claim as soon as possible.

Looking forward to hearing from you.

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Company Name]