**[Your Name]**

**[Your Address]**

**[City, State, ZIP Code]**

**[Your Email]**

**[Your Phone Number]**

**“CLAIM FOR PROPERTY DAMAGES (TEMPLATE)”**

**[Date]**

**[Insurance Company Name]**

**[Claims Department Address]**

**[City, State, ZIP Code]**

Claim Number: **[Your Claim Number, if already assigned]**

Date of Accident: **[Date of Accident]**

Dear **[Insurance Company Name]** Claims Department,

I am writing to file a property damage claim following an accident involving my vehicle, a [Your Vehicle Make, Model, and Year]. My policy number is [Your Policy Number], and the incident occurred on [Date of Incident].

**Accident Details and Documentation:**

On [Date], I was involved in an auto accident. Following the incident, I adhered to the necessary steps:

* I reported the accident to the police, and a report was filed.
* I exchanged information with the other party involved, including names, addresses, and insurance details.
* I documented the scene with photographs, capturing both the damage to my vehicle and the overall scene of the accident.

I have gathered all the relevant documents, including **[the police report and photographic evidence]**. I am ready to provide these to facilitate the claim process.

**Vehicle Repair:**

I wish to proceed with repairing my vehicle. Please inform me if there are preferred or affiliated repair shops or if I have the option to select a repair shop of my choice. Additionally, I would like to inquire about the availability of a rental car while my vehicle is under repair, and understand the coverage for the same.

My car requires a thorough inspection to estimate the repair costs. If the repair costs exceed the current market value, I understand it might be considered a total loss, and I would like guidance on this process.

**[There were personal items damaged in the accident, including [list items such as a cell phone, laptop, etc.], and I intend to claim these separately.]**

**Diminished Value Claim:**

Post-repair, I am considering filing a diminished value claim, and would appreciate information from your company on how to proceed with an appraisal and claim submission.

Should you require any additional information or documentation, please do not hesitate to contact me at **[Your Phone Number]** or **[Your Email]**.

To ensure a timely resolution of this matter, I respectfully request a response to this claim within 10 business days of receipt of this letter. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance in processing my claim.

Sincerely,

**[Your Name]***\*Please note that the content provided on this site is for informational purposes only and is not intended to be a substitute for professional legal advice. The information here should not be construed as legal advice or legal representation. Laws and regulations can vary widely by jurisdiction and may be subject to interpretation by different courts. Therefore, it's always recommended to seek the assistance of a qualified attorney for advice on specific legal issues or concerns. By using this site, you acknowledge and agree that you are not relying on the information provided herein as legal advice.*