

# Business Downtime Loss Notification Statement

## COMPANY INFORMATION

Company Name

Contact Person

Position/Title

Address

Phone

Email

## INCIDENT DETAILS

Date(s) of Downtime

Description of Incident

## LOSS ASSESSMENT

Item/Category	Estimated Loss (\$)	Remarks
Total		

## SUPPORTING EVIDENCE

Attach documents or describe evidence

## DECLARATION

I confirm that the information provided above is accurate to the best of my knowledge.  
Signature and details below:

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Authorized Signature

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Date