

**Date:**

**To:**

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**From:**

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**Subject: Business Interruption Loss Notification**

Dear Sir/Madam,

We hereby notify you of a business interruption loss and submit this notice in accordance with the terms of our policy. Please find below the relevant details regarding the incident.

**Policy Number:**

**Date of Loss:**

**Location of Loss:**

**Brief Description of Incident:**

**Estimated Period of Interruption:**

**Estimated Loss Amount:**

Please acknowledge receipt of this notification and advise on the next steps required to process our claim.

Should you require any further information or documentation, please do not hesitate to contact us.

Sincerely,

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Name  
Position  
Company Name