

ABC Insurance Company
123 Main Street
City, State ZIP Code

Date: [Insert Date]

[Claimant Name]
[Claimant Address]
[City, State ZIP Code]

Re: Claim Acknowledgment – General Liability Claim
Claim Number: [Insert Claim Number]

Dear [Claimant Name],

This letter is to acknowledge receipt of your general liability claim submitted to us on [Date of Loss/Claim Submission]. We have assigned the above claim number to your file for any future correspondence.

Our claims representative will be reviewing the details of your claim and will contact you if any additional information or documentation is required. In the meantime, if you have any questions regarding the status of your claim, please contact our claims department at [Claims Department Phone Number] or via email at [Claims Department Email Address].

We appreciate your cooperation as we work to process your claim as quickly as possible.

Sincerely,

[Adjuster's Name]
Claims Adjuster
ABC Insurance Company