

# **Third Party Claim Notification Letter**

## **General Liability Insurance**

[Date]

[Insurance Company Name]  
[Claims Department Address]  
[City, State, ZIP Code]

Subject: Notification of Third Party Claim â€“ General Liability Insurance

Dear Sir/Madam,

I am writing to inform you of a third party claim under my General Liability Insurance policy.

**Policyholder Name:** [Your Name / Company Name]

**Policy Number:** [Policy Number]

**Contact Information:** [Your Address, Phone, Email]

### **Details of Incident:**

Date of Loss: [Date]

Location of Incident: [Location]

Description: [Brief description of incident resulting in the third party claim]

### **Third Party Information:**

Name: [Third Party Name]

Contact Details: [Third Party Address, Phone, Email]

Please let me know if you require any additional documentation or information in order to process this claim. I request that this notification be acknowledged as soon as possible, and that the claim investigation be initiated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Title/Relationship, if applicable]