

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 – 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]