

Claim Notification Letter

September 24, 2024

Claims Department
ABC Insurance Company
123 Insurance Lane
City, State, ZIP Code

Re: Insurance Claim Notification

Dear Sir/Madam,

I am writing to inform you of an incident that occurred on September 23, 2024, which I would like to file a claim for under my insurance policy with your company (policy number: 12345XYZ).

Description of Incident: Last month, I backed into a young woman's car in a parking lot. My car traveled 4 feet and I hit her at under 5 MPH. It caused damage to her front right fender above the tire. They took the car in for repair. I received the below invoice from the autobody shop they used. I damaged only the section marked in Green on the Quote. The car is a 2013 FORD Fusion SE FWD 4D SED 4-2.0L Turbocharged Gasoline Direct Injection RED 140,000 miles.

The accident happened at the parking lot at the intersection of Elm Street and Oak Avenue in Cityville.

I have attached the invoice, that also includes a photo of the damage. Please let me know if additional information or documentation is required.

Thank you for your prompt attention to this matter.

Sincerely,

John Doe
789 Residential Avenue
Cityville, State, ZIP Code
(555) 123-4567
johndoe@email.com

Estimate

RO Number:

2013 FORD Fusion SE FWD 4D SED 4-2.0L Turbocharged Gasoline Direct Injection RED

VIN: [REDACTED]	Interior Color: TAN	Mileage In: 148,193	Vehicle Out:
License: [REDACTED]	Exterior Color: RED	Mileage Out:	
State: VA	Production Date: 3/2013	Condition: Good	Job #:

Line	Ver	Operation	Description	Qty	Extended Price \$	Part Type	Labor	Type	Paint
1	E01		VEHICLE DIAGNOSTICS						
2	E01	Repair	Pre-repair scan				0.5	Mech	
3	E01	Repair	Post-repair scan				0.5	Mech	
4	E01		PRE REPAIR WASH/CONTAMINATE REMOVAL				0.5	Body	
5	E01		TIRES						
6	E01	Remove/Replace	GDYR 235/45R18 RELIANT VSB 94V	1	292.48T	Other	0.3	Mech	
7	E01		WHEELS						
8	E01	Remove/Install	RT/Front R&I wheel				0.1	Body	
9	E01	Sublet	RT/Front Wheel, alloy 20 spoke type 1-painted	1	209.00	Sublet			
10	E01	Sublet	TIRE MOUNT AND BALANCE	1	25.00	Other			
11	E01		FOUR WHEEL ALIGNMENT	1	89.99	Other			
12	E01		FRONT BUMPER & GRILLE						
13	E01	Remove/Replace	Add for fog lamps			OEM	0.4	Body	
14	E01	Remove/Replace	Add for park sensor			OEM	0.7	Mech	
15	E01	Overhaul	O/H bumper assy			OEM	2.7	Body	
16	E01	Remove/Install	R&I bumper cover				0.0	Body	
17	E01	Repair	Bumper cover w/o auto park w/o tow hook NOTE: 2.0 REPAIR 1.0 FEATHER AND PRIME				3.0	Body	3.0
18	E01		Add for Three Stage						2.1
19	E01	Remove/Install	Emblem				0.0	Body	
20	E01	Remove/Install	RT Valance				0.0	Body	
21	E01	Remove/Install	LT Valance				0.0	Body	
22	E01	Remove/Install	RT Side trim w/ fog lamps w/o engine heater				0.0	Body	

T = Taxable Item, RPD = Related Prior Damage, AA = Appearance Allowance, UPD = Unrelated Prior Damage, PDR = Paintless Dent Repair, A/M = Aftermarket, Rechr = Rechromed, Reman = Remanufactured, OEM = New Original Equipment Manufacturer, Recor = Re-cored, RECOND = Reconditioned, LKQ = Like Kind Quality or Used, Diag = Diagnostic, Elec = Electrical, Mech = Mechanical, Ref = Refinish, Struc = Structural

9/15/2023 10:59:38 AM

Page 1

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23	E01	Remove/Install	LT Side trim w/ fog lamps w/o engine heater				0.0	Body	
24	E01	Remove/Install	License bracket				0.2	Body	
25	E01	Remove/Install	Lower grille black texture				0.0	Body	
26	E01	Remove/Install	Upper grille				0.0	Body	
27	E01		FRONT LAMPS						
28	E01	Remove/Install	RT Headlamp assy				0.3	Body	
29	E01	Remove/Install	RT Fog lamp assy				0.1	Body	
30	E01	Remove/Install	LT Fog lamp assy				0.1	Body	
31	E01	Remove/Replace	Aim headlamps		OEM		0.5	Body	
32	E01	Remove/Replace	Aim fog lamps		OEM		0.3	Body	
33	E01		RADIATOR SUPPORT						
34	E01	Remove/Install	Sight shield				0.0	Body	
35	E01		FENDER						
36	E01	Remove/Replace	RT Fender	1	353.00T	A/M	1.6	Body	2.0
37	E01		Add for Three Stage						1.4
38	E01		Add for Edging						0.5
39	E01	Remove/Replace	Deduct for Overlap				(0.3)	Body	
40	E01	Remove/Install	RT Fender liner w/turbo w/o 2.7 liter				0.0	Body	
41	E01	Remove/Install	LT Fender liner w/turbo w/o 2.7 liter PARTIAL				0.1	Body	
42	E01	Remove/Install	RT Upper molding bright/black				0.0	Body	
43	E01		PILLARS, ROCKER & FLOOR						
44	E01	Remove/Install	RT Rocker molding NOTE: DROP FRONT				0.4	Body	
45	E01		FRONT DOOR						
46	E01	Blend	RT Outer panel						1.6
47	E01	Remove/Install	RT Water shield				0.1	Body	
48	E01	Remove/Install	RT Belt molding				0.3	Body	
49	E01	Remove/Install	RT R&I mirror				0.4	Body	
50	E01	Remove/Install	RT Handle, outside				0.3	Body	
51	E01	Remove/Install	RT R&I trim panel				0.5	Body	
52	E01		MISCELLANEOUS OPERATIONS						
53	E01		COVER CAR	1	5.00T	Other	0.2	Body	
54	E01	Remove/Replace	CORROSION PROTECTION						0.1
55	E01	Remove/Replace	FLEX AGENT	1	7.00T	Other			
56	E01		POST REPAIR TEST DRIVE				0.5	Body	
57	E01	Refinish	TINT NOTE: TINT TO BLENDABLE MATCH SPRAY OUT CODE RR THREE STAGE						0.5

Estimate Totals	Discount \$	Markup \$	Rate \$	Total Hours	Total \$
Parts					747.47
Sublet/Miscellaneous					234.00

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9/15/2023 10:59:38 AM

Page 2

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Labor, Body	48.00	12.3	590.40
Labor, Refinish	48.00	11.2	537.60
Labor, Mechanical	105.00	2.0	210.00
Material, Paint	36.00	11.2	403.20
E.P.C.			3.00
Subtotal			2,725.67
Sales Tax			56.22
Grand Total			2,781.89
Net Total			2,781.89

Estimate Version	Total \$
Original	2,781.89

Insurance Total \$:	0.00
Received from Insurance \$:	0.00
Balance due from Insurance \$:	0.00

Customer Total \$:	2,781.89
Received from Customer \$:	0.00
Balance due from Customer \$:	2,781.89



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9/15/2023 10:59:38 AM

Page 3