

Josh William - Car Insurance

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Dear Sir/Madam,

I am writing this letter in regards with the insurance claim for my car. My car insurance policy number is 135-8452-1268. The details of the car accident are mentioned below:

The accident took place last Sunday on the 2nd of May. I was driving to my office in the morning using my regular route. Unfortunately, an over-speeding car collided with my Toyota near the Connaught Circle roundabout. The car was so fast that it hit me without giving me any time to react. Although the accident did not cause any injuries to me, the left rear door of my car has been badly smashed. In addition, there are also two huge dents at the right part of the car as it was pushed to the sidewalk due to the collision. My automobile, therefore, requires some major repairs.

The mechanic has inspected the damages and given me an estimated quote for the repairs amounting to \$650. I have enclosed the detailed estimates with the letter. According to my policy, the insurance will cover the entire repair expenditure at a \$150 deductible.

Kindly pay my claim as soon as possible so that I can go ahead with the repairing process. My car will remain at the workshop for at least 2 weeks for the repairs. It is going to be an inconvenience to me during this time. Therefore, I look forward to your quick response to avoid unpleasant delays.

Please look into the matter and oblige.

Sincerely,

Josh William