

**Hereford Insurance Company**

Est. 1982 ♦ Licensed by the NYS Department of Financial Services  
36-01 43<sup>rd</sup> Avenue ♦ Long Island City, NY 11101  
Tel: (718) 361-1221 ♦ ♦ ♦ Fax: (718) 361-1652

**{System Date <Month , Day, Year>}**

**QUESTION**

**{Claimant Name}**

{Claimant Street Address}

**{Claimant City, State, Zip}**

**Claim No:** {Claim Number}

**Policy No:** {Policy Number}

**Insured:** {Insured Name}

**Insured Operator:** {Insured Driver}

**Claimant(s):** {Claimant}

**Date of Accident:** {Accident Date}

**To Whom it May Concern,**

Hereford Insurance Company is your automobile liability carrier. You were involved in an accident on {**Accident Date**}. ♦ We are conducting an accident investigation and require a statement of the accident.

1. Upon receipt of this letter please contact Simone Luke at extension {Extension Number} to arrange for a statement to be taken. **Please bring along any photos showing vehicle damages, videos or drive cam of the accident as well as the Police Report, if available.** In addition, please bring your Driver's License, TLC License and Vehicle Registration.

**If you have retained legal counsel, please contact Simone Luke to schedule a statement through your attorney.**

*Failure to respond to this letter may jeopardize your coverage for this loss.*

If an interpreter is required, please inform me when scheduling an appointment.

Your immediate attention in this matter is greatly appreciated.

Very truly yours,

**{Adjuster Name}**

Hereford Insurance Company

718-361-1221 Ext: {Extension Number}

**Cc:???** {Agent Name}

**◆◆◆◆◆◆◆◆◆◆ {Agent Address}**

**◆◆◆◆◆◆◆◆◆◆ {Agent Address}**

**◆◆◆◆◆◆◆◆◆◆ {Agent City, State, Zip}**

Should you wish to take this matter up with the New York State Department of Financial Services, you may file with the Department either on its website at <http://www.dfs.ny.gov/consumer/fileacomplaint.htm> or you may write to or visit the Consumer Assistance Unit, Financial Frauds and Consumer Protection Division, New York State Department of Financial Services, at: One State Street, New York, NY 10004; One Commerce Plaza, Albany, NY 12257; 1399 Franklin Avenue, Garden City, NY 11530, or Walter J. Mahoney Office Building, 65 Court Street, Buffalo, NY 14202.