



Hereford Insurance Company

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

{System Date <Month , Day, Year>}

{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.

- Upon receipt of this letter please contact Simone Luke at extension (555) 123-4567 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: John Smith
123 Main Street, Suite 100, Springfield, IL 62701
{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.