

# Sample Letter Notifying Insurer of Claim or Incident

<DATE>

Brokers "R" Us  
123 S. Main Street  
Anywhere, USA

RE: Notice of Accident: ( ) Insurance Company  
Claimant: Mary Jo Fell  
Your Insured: XYZ Construction  
Job: Construction of ABC Development  
Date of Incident: February 29, 2003

Dear Broker:

Your office has previously issued an endorsement for the above captioned work being conducted by your insured at our ABC Development. Enclosed you will find an incident report, which appears to have been caused by your insured's work.

The above referenced endorsement names our Housing Authority as an Additional Insured. We hereby request defense and indemnity pursuant to our insurance endorsement and rights under your insurance policy no.: \_\_\_\_\_.

Please have your adjuster contact me so that we can assist him/her in the investigation. I can be reached at the telephone number shown above/below.

Sincerely,

Executive Director

cc: Contractor