

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Claimant Name]

[Claimant Address]

[City, State, Zip Code]

Re: Acknowledgment of Personal Injury Claim

Claimant: [Claimant Name]

Date of Incident: [Date of Incident]

Claim Reference Number: [Reference Number]

Dear [Claimant Name],

We are writing to formally acknowledge receipt of your personal injury claim notification regarding the incident that occurred on [Date of Incident] at [Location of Incident].

This claim has been assigned to [Name of Adjuster/Representative], who will be your primary point of contact during the evaluation process. We are currently in the process of investigating the circumstances surrounding this matter.

To assist us in our review, please provide any additional documentation you may have, including but not limited to:

- Medical records and bills related to the injury
- Photographs of the scene or injuries
- Contact information for any witnesses
- Police or incident reports

Please note that this acknowledgment of your claim does not constitute an admission of liability. Once we have completed our initial investigation, we will contact you regarding the next steps.

If you have any questions, please contact us at [Phone Number] or via email at [Email Address]. Please reference your claim number [Reference Number] in all future correspondence.

Sincerely,

[Signature]

[Printed Name]

[Title/Department]