

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name / Insurance Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF SUBROGATION CLAIM**

**Our Insured:** [Insured Name]  
**Claim Number:** [Your Claim Number]  
**Date of Loss:** [Date]  
**Location of Loss:** [Address/Location of Damage]  
**Your Registered Party/Insured:** [Name of Responsible Party]

To Whom It May Concern,

Please be advised that [Your Company Name] provides property insurance coverage for [Insured Name]. Our investigation into the loss referenced above indicates that your insured, [Name of Responsible Party], is responsible for the damages sustained to our insured's property.

As a result of this incident, we have made payments under our policy for the following damages:

- Total Amount Paid: \$[Amount]
- Insured's Deductible: \$[Amount]
- **Total Subrogation Demand: \$[Total Amount]**

Pursuant to the terms of our insurance policy and the principles of legal subrogation, [Your Company Name] is subrogated to the rights of our insured to recover these costs from the responsible party. Attached are the supporting documents, including the repair estimates, proof of payment, and photos of the damage.

Please acknowledge receipt of this letter and advise as to your position regarding reimbursement. We request that you issue payment for the total demand amount within [Number] days.

Should you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]