

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Name of Claims Adjuster or Insurance Company]

[Insurance Company Name]

[Address]

[City, State, Zip Code]

Re: Business Interruption Claim Number: [Claim Number]

Policy Number: [Policy Number]

Date of Loss: [Date of Incident]

Dear [Name of Adjuster],

I am writing to formally request assistance and guidance regarding the documentation required for my business interruption claim. As a direct result of the loss on [Date of Incident], several of my primary financial records were damaged, destroyed, or are currently inaccessible.

Specifically, the following records are missing or unavailable:

- [List specific record, e.g., Point of Sale records for 2023]
- [List specific record, e.g., Physical copies of utility bills]
- [List specific record, e.g., On-site payroll ledgers]

Due to the absence of these documents, I am requesting that we discuss alternative methods to substantiate my business's historical income and ongoing expenses. I can provide the following secondary sources to help calculate the loss:

- Certified Tax Returns from previous years
- Bank statements and merchant processing statements
- Digital records from cloud-based accounting software
- Information from third-party vendors or suppliers

Please let me know which of these alternatives are acceptable to your underwriting and claims department, or if there is a specific affidavit process I should follow to account for the missing data.

I am committed to resolving this claim as quickly as possible and look forward to your instructions on how to proceed with these alternative records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]