

[Your Company Name/Law Firm]

[Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Step-by-Step Instructions for Your Auto Collision Claim

Dear [Client Name],

Following your recent auto collision, please follow these steps to ensure your insurance claim is processed efficiently:

1. **Report the Claim:** Contact your insurance provider immediately to report the incident. Provide them with your policy number and the date of the accident.
2. **Obtain the Police Report:** Request a copy of the official police report from the responding agency. This document is essential for determining liability.
3. **Document the Damage:** Take clear photos of your vehicle, the other vehicles involved, and the accident scene. Include street signs or landmarks if possible.
4. **Get a Repair Estimate:** Take your vehicle to an authorized repair shop to receive a written estimate for the cost of repairs. Do not authorize repairs until the insurance adjuster has viewed the vehicle.
5. **Exchange Information:** Ensure you have the name, contact details, and insurance information of all other parties involved in the collision.
6. **Keep All Receipts:** Save receipts for towing, rental cars, or medical expenses related to the accident. These will be needed for reimbursement.
7. **Communicate with Your Adjuster:** Provide the insurance adjuster with requested documents promptly, but do not sign any final release forms without legal review.

If you have any questions regarding these steps, please contact our office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]