

## Letter to insurer requesting documents

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[Insert date]

[Name of insurer]

[Address of insurer]

Dear Manager

**Policy holder:** [Insert name]

**Date of accident:** [Insert date of accident]

**Policy number:** [Insert policy number]

**Claim number:** [Insert claim number]

I refer to your letter dated [insert date].

I wish to dispute the amount being claimed as it appears to be excessive.

Please provide a copy of the repair invoice detailing the repairs made.

I assume you will not take any further action while I am waiting for the requested information. I also assume that I will have 14 days to review the invoice once it has been provided. If this assumption is not correct, please advise me in writing immediately.

Yours faithfully

[Signature]

[Name]

[Address]