

SENT VIA:

**RE: Your Insured:  
Your Policy:  
Location:  
Date of Loss:  
Occurrence:**

To whom it may concern,

On the above noted date \_\_\_\_\_ occurred at \_\_\_\_\_,  
which was occupied by your insured.

The incident occurred due to:

As a result of your insured's negligence our property sustained damages, which we are holding them wholly responsible. A breakdown of the costs are as follows:

DESCRIPTION	VENDOR	INVOICE AMOUNT
TOTAL:		

As a not for profit, our organization is eligible to recover \_\_\_\_\_ % of HST. We will not be seeking reimbursement on this amount so it has been removed from the invoice breakdown. All invoices are attached for your reference. Please make your cheque payable to:  
and send to:

Thanks and regards,

ENCLOSURES: