## Insured’s request for reimbursement of the deductible

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*We suggest that you cut and paste this text and adapt it to your specific needs.*

Date

Name

Address

City, QC

Postal Code

**Re: Damages that occurred on (date)**

 **Location of the damages: (full address)**

 **Request for reimbursement**

Dear Sir or Madam,

Our insurer has compensated us for the damages that we suffered recently, as noted above. This amount does not include the deductible of $xxx that we paid ourselves.

We also suffered $xxx in damages for which we received no compensation from our insurer. (Optional).

Since our insurer’s investigation revealed that you were liable for these damages, we hereby request that you send us a cheque for $xxx made out to (name of insured or insureds) within xx days of having received this letter.

If you have third-party liability insurance, we encourage you to send a copy of this letter to your insurer as soon as possible.

Please note that if we do not receive a response to our request by the deadline indicated, we will have no other choice but to take the appropriate legal action to ensure that our rights are respected.

Thank you for your cooperation.

Sincerely,

Signature (s)

Signatory‘s (signatories’) full name(s)

Address

c. c. Name of the claims adjuster in charge of settling our loss (include his/her contact information)