

To: _____

Re: Insured : _____

Our Client : _____

Their Claim No : _____

Date of Accident : _____

Our File No : _____

Dear _____:

Our office represents the _____ Insurance Company, which insures _____ under a policy of (automobile physical damage, workers compensation, etc.) coverage applicable to the captioned date of accident.

Our principal, the _____ Insurance Company, has requested that we advise you that they have acquired (or will acquire) an interest in any settlement made by you or on your behalf to the extent of the \$ _____ payment made on _____ to their insured (and/or (med pay claimant, etc). Further payments are/are not anticipated. This amount does/does not include the insured's deductible under the policy.

We suggest that you may wish to bring this letter to the immediate attention of your liability insurer. In the event that you are not insured for any liability which may result from the captioned accident, we request that you contact the undersigned at your earliest convenience to discuss this matter further.

Sincerely,

Adjuster

Cc: Insurance Company
Cc: (adverse carrier, if known)