

# LOSS EXPLANATION LETTER

**\*\*USE A SEPARATE LOSS EXPLANATION LETTER FOR EACH CLAIM\*\***

Applicant/proposed insured: \_\_\_\_\_

Broker: \_\_\_\_\_

To: Shield Commercial Insurance Services

Our company has experienced the following loss within the last (5) five years:

1. Name of claimant/plaintiff: \_\_\_\_\_

2. Date of occurrence: \_\_\_\_\_

3. Brief explanation of claim: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach an additional sheet if necessary.

4. Is there anything you can do to prevent such an occurrence from happening again?

\_\_\_\_\_  
\_\_\_\_\_

5. Was claim resolved:    \_\_\_\_\_ Yes    \_\_\_\_\_ No

6. If claim was resolved either by settlement, judgement or award, indicate amount: \$ \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature