

Dear caught fire last  
night and all



**ASSIGN  
BUSTER**

Dear Sirs, We regret to inform you that our Godown No.

\_\_\_\_\_ which was insured with you for \_\_\_\_\_ (Amount) caught fire last night and all our stock was burnt into ashes within no time. At about \_\_\_\_\_ (Time) our watchman \_\_\_\_\_ (Watchman Name) observed that smoke was coming out from window no. \_\_\_\_\_ (extreme right on the front of godown). He immediately telephoned the undersigned who in turn telephoned the fire brigade department.

The fire brigade had reached around \_\_\_\_\_ (Time) and the undersigned reached the spot around \_\_\_\_\_ (Time). But before the fire brigade could do anything, the whole stock had already been burnt down. As we need immediate replacement of our stock for executing a foreign order, we shall appreciate your sending your valuer/surveyor with our representative, to assess the loss. Thanking you, Yours faithfully,(Your Name)

**Reply from Insurance company Enclosing with a Cheque towards Settlements**

FromThe Manager(Insurance Company Name)(Address) To(Name)(Address)

Dear Sirs, With further reference to the personal visit of our surveyor \_\_\_\_\_ (surveyor Name) to your Godown No. \_\_\_\_\_ on the afternoon of \_\_\_\_\_ (Date), we have pleasure in enclosing a cheque for \_\_\_\_\_ (Amount) as agreed between your managing partner \_\_\_\_\_ (Partner) and our surveyor \_\_\_\_\_ (surveyor Name) towards full settlement of your claim. Please send us your official receipt for our record.

Thanking you and assuring you of our best co-operation, always. Yours  
faithfully, Manager Name(Insurance Company Name)