

FORMAL NOTICE OF CLAIM

<b>Insured:</b>	
<b>Policy Number:</b>	
<b>Claim Number:</b>	
<b>Date of Loss:</b>	
<b>Insured Property:</b>	
<b>Insurer:</b>	

Pursuant to the contract of insurance the below insured hereby makes his/her formal written "notice of claim." This letter serves any written notice requirement and is to be treated as a "notice of claim" pursuant to *Texas Insurance Code* § 542.051(4)

You, the insurer, are put on notice that you must acknowledge the receipt of this claim, commence any investigation, and request all items, statements and forms that you, the insurer, *reasonably* believes necessary. *Texas Insurance Code* § 542.055(a)

In addition, *Texas Insurance Code* § 542.056 requires that you, the insurer, to notify a claimant in writing of the acceptance or rejection of a claim not later than the 15th business day after the date the insurer receives all items, statements, and forms required by the insurer to secure final proof of loss.

For your convenience, please find *Texas Insurance Code* § 542.055.

**Sec. 542.055. RECEIPT OF NOTICE OF CLAIM.**

(a) Not later than the 15th day or, if the insurer is an eligible surplus lines insurer, the 30th business day after the date an insurer receives notice of a claim, the insurer shall:

- (1) acknowledge receipt of the claim;
- (2) commence any investigation of the claim; and
- (3) request from the claimant all items, statements, and forms that the insurer reasonably believes, at that time, will be required from the claimant.

(b) An insurer may make additional requests for information if during the investigation of the claim the additional requests are necessary.

(c) If the acknowledgment of receipt of a claim is not made in writing, the insurer shall make a record of the date, manner, and content of the acknowledgment.

Respectfully Submitted,