

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Name of Credit Union Representative or Claims Department]  
[Credit Union Name]  
[Credit Union Address]

**RE: Assistance with Insurance Claim for Auto Loan #[Your Loan Account Number]**

Dear [Representative Name],

I am writing to formally request assistance regarding a pending insurance claim for my vehicle, a [Year, Make, and Model of Vehicle], which is currently financed through [Credit Union Name].

As [Credit Union Name] is the lienholder on this vehicle, I would appreciate your support in coordinating with the insurance provider, [Insurance Company Name], regarding Claim #[Insurance Claim Number].

I am seeking assistance with the following:

- Verification of the payoff amount (if the vehicle is a total loss).
- Guidance on the endorsement process for any insurance settlement checks.
- Confirmation of any GAP insurance coverage I may have through my loan agreement.
- Support in communicating with the insurance adjuster to expedite the processing of this claim.

Attached are copies of the police report and the initial damage assessment provided by the insurer. Please let me know what additional documentation or authorizations you require from my side to move this process forward.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]