

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Subject: Welcome to [Your Company Name] and Your Motorcycle Claims Guide

Dear [Policyholder Name],

Welcome to [Your Company Name]! We are excited to have you as a member of our community. We understand the freedom that comes with riding a motorcycle, and our goal is to provide you with peace of mind every time you hit the road.

This letter contains important information regarding your policy and a step-by-step guide on how to handle a claim should you ever need to.

How to File a Claim

In the event of an accident, theft, or damage, please follow these steps:

1. **Ensure Safety First:** Move to a safe location and seek medical attention if necessary.
2. **Report the Incident:** Call the local authorities to file a police report. This is often required for the claims process.
3. **Document the Scene:** Take photos of the damage to your motorcycle, other vehicles involved, and the surrounding area.
4. **Exchange Information:** Collect names, contact details, and insurance information from all parties involved.
5. **Contact Us:** Notify our claims department as soon as possible by calling [Claims Phone Number] or visiting [Website URL].

The Claims Process

- **Assignment:** A claims adjuster will be assigned to your case within [Number] business hours.
- **Inspection:** We will schedule an inspection of your motorcycle at a repair shop of your choice or via digital photo submission.
- **Evaluation:** We will review your policy coverage and the repair estimates.
- **Resolution:** Once the claim is approved, we will issue payment for repairs or the actual cash value of the bike, minus your deductible.

Your policy number is: [**Policy Number**]. Please keep this number handy at all times.

If you have any questions about your coverage or the claims process, please do not hesitate to contact our customer service team at [Phone Number].

Ride safe!

Sincerely,

[Sender Name]

[Title/Department]

[Your Company Name]