Dear insurance adjuster,

Enclosed, please find a copy of the receipt for the repair of my vehicle, as well as a copy of my declarations page. As you can see, I had a $XXX.XX deductible that I had to pay when I picked my car up. Please reimburse me for my deductible – you can send the check to the following address:

YOUR NAME

1234 Any St.

Denver, CO 80000

If for any reason you believe I am not entitled to be compensated for my deductible, please state the basis for that denial in writing.

Thank you.

Sincerely;