[Date][[1]](#footnote-1)

**Via Mail**

[Insurance contact information]

RE: Request for Limits

Injured: [Required info]

Insured: [Required info]

Claim Number: [Required info]

Date of Accident: [Required info]

Dear Representative,

As you know, I was injured because of the negligence of your insured. While I’m still deciding whether to hire an attorney, I’m continuing treatment. I will let you know when I plan to prosecute my claim.

In the meantime, I understand that Virginia Code Section 8.01-417(c) requires you to produce your insured’s insurance limits and address within (30) days once I provide you the accident report and $12,500 of billings from my case.

Given that, I’m producing the required documentation. I’m asking that you provide your insured’s limits as required by Virginia Code within 30 days.

Thank you for your time.

Sincerely,

[Your Name]

1. To be clear, Abrenio Law is providing this form letter for informational purposes only. You cannot rely on this as legal advice. To rely on legal advice, you should hire an attorney who will provide specific guidance for your case based upon the specific facts of your case. [↑](#footnote-ref-1)