

Property Damage Insurance Claim for Business Interruption

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Property Damage Insurance Claim for Business Interruption

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under our property damage insurance policy (Policy Number: [Insert Policy Number]) due to the recent incident that has resulted in a significant disruption to our business operations.

On [Insert Date of Incident], our premises located at [Insert Business Address] experienced [briefly describe the nature of the incident, e.g., fire, flooding, etc.]. This unfortunate event has caused considerable damage to our property and, as a result, has severely interrupted our business activities.

The estimated loss in revenue due to this interruption is approximately [Insert Amount]. We have taken steps to mitigate these losses; however, the ongoing impact continues to affect our operations and financial stability.

Attached to this letter, you will find the necessary documentation, including:

- Photos of the property damage
- Official reports (police/fire department if applicable)
- Financial statements showcasing loss of revenue
- Estimates for repairs and restoration services

We kindly request that you process this claim at your earliest convenience. Please feel free to contact me directly at [Insert Phone Number] or [Insert Email Address] should you require any further information or clarification regarding this claim.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]