

Insurance Claim Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

**Subject: Property Damage Insurance Claim - Policy No:
[Insert Policy Number]**

Dear [Claims Adjuster's Name],

I am writing to formally file a claim for property damage under our commercial property insurance policy. The incident occurred on [insert date of damage], caused by [brief description of the cause of damage, e.g., fire, flood, vandalism].

The affected property is located at [insert property address]. The damages incurred include [briefly specify the damages, e.g., broken windows, water damage, loss of inventory]. I have attached photographs and a detailed inventory list of the damaged items for your reference.

Please let me know if you require any further information to process this claim. You can reach me at [your phone number] or [your email address]. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Attachments: Photographs, Inventory List