

Property Damage Insurance Claim

Date: [Insert Date]

Your Name: [Your Name]

Your Address: [Your Address]

Your City, State, Zip Code: [Your City, State, Zip Code]

Policy Number: [Your Policy Number]

Insurance Company Name: [Insurance Company Name]

Insurance Company Address: [Insurance Company Address]

Insurance Company City, State, Zip Code: [Insurance Company City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for property damage under my homeowners insurance policy (Policy Number: [Your Policy Number]). The damages occurred on [Date of Incident] at my personal residence located at [Address of Residence].

The incident involved [briefly describe the nature of the incident, e.g., water damage due to a burst pipe, fire, hurricane, etc.]. Upon discovering the damage, I immediately took steps to mitigate further loss, including [briefly describe actions taken, e.g., contacting emergency services, documenting the damage, etc.].

I have attached the following documents to support my claim:

- Photos of the damage
- Repair estimates and invoices
- Police report (if applicable)
- Any other relevant documentation

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response regarding my claim.

Sincerely,

[Your Name]