

# Letter Template for Property Damage Insurance Claim

## Your Name

Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date: [Insert Date]

## Claim Department

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

Subject: Property Damage Insurance Claim - Policy #[Your Policy Number]

Dear Claims Adjuster,

I am writing to formally file a claim for property damage under my renters insurance policy (Policy Number: [Your Policy Number]). On [date of incident], a [brief description of the incident, e.g., "water leak from the ceiling"] occurred at my rented residence located at [your address], resulting in damage to my personal property.

The damages include, but are not limited to:

- [Description of damaged item 1]
- [Description of damaged item 2]
- [Description of damaged item 3]

I have attached copies of my policy, photos of the damage, and any relevant receipts as documentation to support my claim.

Please let me know if you require any additional information or documentation to process this claim. I look forward to your prompt response to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]