

Insurance Claim for Theft/Burglary

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Property Damage Insurance Claim for Theft/Burglary

Dear [Claims Adjuster's Name],

I am writing to formally file a claim for property damage due to a theft that occurred on [date of incident] at my residence located at [property address].

On the aforementioned date, my property was unlawfully entered, and several valuable items were taken, including [list stolen items and their estimated value]. I have attached a copy of the police report, as well as documentation of the value of the stolen items.

I kindly request that you initiate the claims process at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]