

Insurance Claim Letter

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for property damage under my insurance policy due to an act of vandalism that occurred on [insert date of incident].

The vandalism took place at my property located at [insert property address]. Upon discovering the damage, I immediately contacted local authorities and filed a police report under the report number [insert report number]. Enclosed you will find a copy of this report along with photographs of the damages.

The damages include [briefly describe the damage, e.g., broken windows, graffiti, etc.], which I estimate to cost approximately [insert estimated cost of repairs]. I have attached all relevant documents, including repair estimates, photographs, and the police report to support my claim.

I would appreciate your prompt attention to this matter and look forward to your response regarding the next steps in processing my claim. Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]