

Property Damage Insurance Claim

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear [Adjuster's Name or Claims Department],

I am writing to formally submit a claim for water damage that occurred at my property located at [Insert Property Address]. The incident happened on [Insert Date of Damage] due to [briefly explain the cause, e.g., a burst pipe, flooding, etc.].

The damage has affected [describe the affected areas, e.g., basement, living room, flooring, etc.], and I have attached photographs and repair estimates for your review. I have taken immediate steps to mitigate further damage by [mention any actions taken, e.g., contacting a restoration service, removing furniture, etc.].

According to my policy, I believe I am covered for this type of incident. Please let me know if you require any additional information to process my claim.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]