

# Home Insurance Claim Letter

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number

Date: [Insert Date]

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

Dear Claims Adjuster,

Subject: Home Insurance Claim for Plumbing Issues

I am writing to formally submit a claim under my home insurance policy number [Your Policy Number] due to plumbing issues that occurred on [Date of Incident].

On this date, I discovered that [briefly describe the plumbing issue, e.g., a burst pipe in the basement causing water damage]. I immediately took steps to mitigate the damage by [describe any actions taken, e.g., turning off the main water supply and calling a plumber].

The plumbing incident has resulted in [describe the impact, e.g., damage to flooring, walls, and personal belongings]. I have documentation of the repairs and photographs of the damage, which I have included with this letter.

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

Thank you.

Sincerely,  
[Your Name]