

Tenant Insurance Claim Submission

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Submission of Insurance Claim

Dear [Adjuster's Name or Customer Service],

I hope this message finds you well. I am writing to formally submit a claim for my tenant insurance policy, policy number [Insert Policy Number], following the incident that occurred on [Insert Date of Incident].

The details of the incident are as follows:

- Date and Time of Incident: [Insert Date and Time]
- Location: [Insert Address]
- Description of Incident: [Brief Description]
- Estimated Loss: [Insert Amount]

I have included the required documentation for your review:

- [List of Attached Documents, e.g., photos, police report, receipts]

Please acknowledge receipt of this claim and let me know if you require any additional information. I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]