

Insurance Claim Statement

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Policy Number: [Insert Policy Number]

Subject: Claim for Theft

Dear [Claims Adjuster's Name or Sir/Madam],

I am writing to formally submit my claim for theft that occurred on [Insert Date of Theft] at [Insert Location of Theft].

Details of the incident are as follows:

- **Item(s) Stolen:** [List of Stolen Items]
- **Value of Stolen Items:** [Insert Value]
- **Police Report Number:** [Insert Police Report Number]
- **Date Reported to Police:** [Insert Date]

Attached are copies of the police report, photographs of the stolen items, and any relevant receipts for your reference.

I kindly request you to process my claim at your earliest convenience. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]