

Insurance Claim Submission Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Property Damage Insurance Claim - Policy #[Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for property damage under my insurance policy #[Your Policy Number]. The incident occurred on [Date of Incident] at my residence, located at [Property Address].

Briefly, the damage was caused by [describe the cause of damage, e.g., a severe storm, fire, etc.]. As a result, the following damages have been incurred:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

I have attached the following documents to support my claim:

- Photos of the damage
- Repair estimates
- Any relevant police or fire department reports
- Copy of my insurance policy

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

Thank you for your assistance.

Sincerely,

[Your Name]