

Notification of Property Damage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear [Claims Adjuster's Name or Insurance Company],

I am writing to formally inform you of damage to my property located at [Property Address]. The damages occurred on [Date of Incident] due to [briefly describe cause of damage, e.g., a storm, fire, etc.].

The following damages have been noted:

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

I have already taken preliminary steps to mitigate further damage, including [briefly mention actions taken, e.g., covering broken windows, shutting off utilities, etc.]. I have attached photographs and any relevant documentation for your review.

Please let me know the next steps to proceed with the claim process. You can reach me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]