

Insurance Claim Letter for Hurricane Damage

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, ZIP Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages sustained to my commercial property located at [Property Address] due to Hurricane [Name] on [Date of Hurricane].

The storm caused significant damage, including [briefly describe specific damages, e.g., roof damage, flooding, etc.]. Attached, you will find a detailed list of damages along with photographs taken immediately after the storm.

My policy number is [Policy Number]. I request a prompt inspection of the property, as we are eager to begin the repairs required to restore our business.

Please confirm receipt of this letter and my claim at your earliest convenience. Should you require further information or documentation, do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]