

Insurance Claim for Windstorm Damage

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

**Subject: Windstorm Damage Insurance Claim - Policy
#[Policy Number]**

Dear [Adjuster's Name],

I am writing to formally submit a claim for damages sustained to my commercial property located at [Property Address] due to the windstorm that occurred on [Date of Storm]. I hold an insurance policy with your company under the policy number referenced above.

During the storm, high winds caused significant damage, including [briefly describe the damages (e.g., roof damage, broken windows, structural impacts)]. Attached to this letter are photographs documenting the damage, along with repair estimates from licensed contractors.

Please find enclosed the following documentation to support my claim:

- Photos of the damage
- Repair estimates
- Copy of the insurance policy
- Any relevant contracts or agreements

I kindly request that an adjuster be appointed to assess the damage at your earliest convenience. Please contact me directly at [Phone Number] or [Email Address] to discuss the next steps and any further information you may require.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Typed Name]