

# Insurance Claim Letter

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]

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

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages caused to my roof due to the windstorm that occurred on [Date of Storm]. I hold insurance policy #[Your Policy Number] with your company, and I am seeking compensation for the repairs needed as a result of this incident.

The storm caused significant damage, including [brief description of the damage, e.g., missing shingles, leaks, etc.]. I have attached photographs of the damage along with a copy of my policy for your reference.

In light of the above, I kindly request that you initiate the claims process and send an adjuster to assess the damage at your earliest convenience. My contact number is [Your Phone Number], and I am available for a discussion at your convenience.

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

Sincerely,

[Your Name]