

Business Interruption Insurance Claim for Theft

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Adjuster's Name],

Subject: Business Interruption Insurance Claim - Policy #[Your Policy Number]

I am writing to formally submit a claim for business interruption insurance due to theft that occurred on [Insert Date of Theft]. Unfortunately, our business has experienced significant disruption and financial loss as a result of this incident.

Description of the Incident:

On [insert date], our premises were broken into, and the following items were stolen: [list stolen items]. This theft has directly affected our operations and caused a loss of revenue during this period.

We have taken immediate steps to mitigate the impact of this theft, including [briefly outline measures taken, such as enhancing security]. However, the financial consequences of the interruption have been severe.

Enclosed with this letter, you will find the following documentation to support our claim:

- Police report (Report Number: [insert number])
- Inventory list of stolen items
- Financial statements for the last few months
- Proof of loss of income

I kindly request that you process this claim at your earliest convenience, as the ongoing financial strain is considerable. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Business Name]