

Vandalism Insurance Claim Initiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Vandalism Insurance Claim for Art Installation

Dear [Claims Adjuster Name],

I am writing to formally initiate a vandalism insurance claim regarding an art installation titled "[Title of Artwork]" at [Location of Artwork]. The incident occurred on [Date of Incident], resulting in significant damage to the piece.

Details of the Incident:

- Description of the Artwork: [Brief Description]
- Approximate Value: [Value]
- Details of the Vandalism: [Description of Damage]
- Police Report Number: [If applicable]

Please find attached evidence of the damage and any relevant documentation, including the police report and photographs of the installation before and after the incident.

I appreciate your prompt attention to this matter and look forward to your guidance on the next steps in the claims process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company, if applicable]