

# Vandalism Insurance Claim Initiation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Insurance Company Name]

Claims Department

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Initiation of Vandalism Insurance Claim**

Dear Claims Department,

I am writing to formally initiate a claim under our vandalism insurance policy, as we have recently experienced an unfortunate incident of vandalism at our business premises located at [Business Address].

On [Date of Incident], our facility was vandalized, resulting in significant damage to our property as well as interruption to our business operations. The estimated losses due to business interruption are calculated to be approximately [Estimated Loss Amount].

We have taken the necessary steps to secure the premises and mitigate further losses. Attached to this letter, please find the following documentation to support our claim:

- Police Report
- Photos of the Damage
- Repair Estimates
- Financial Records Showing Business Interruption Losses

We kindly request that you initiate the claims process at your earliest convenience. Please confirm receipt of this claim and provide guidance on any additional information or steps required for processing.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]