

Vandalism Insurance Claim Initiation

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Claim Number: [If applicable]

Dear [Claims Adjuster's Name],

I am writing to formally initiate a claim for vandalism damage that occurred at [Community Park Name] located at [Park Address]. The incident took place on [Date of Incident], and it has resulted in significant damage to several park facilities including [List Specific Damaged Items, e.g. benches, playground equipment].

Attached are photographs documenting the damages, along with a police report that was filed regarding the incident. We believe that this claim falls under the coverage of our vandalism insurance policy, and we request your assistance in processing this claim as promptly as possible.

Should you require any additional information or documentation, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Community Organization Name]

[Community Organization Address]