

Vandalism Insurance Claim Initiation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Initiation of Vandalism Insurance Claim

Dear [Claims Adjuster's Name or "Claims Department"],

I am writing to formally initiate a claim regarding an incident of vandalism that occurred at my rental property located at [Property Address] on [Date of Incident].

Upon discovering the damage, I immediately took photographs and documented the extent of the vandalism, which includes [briefly describe the damages, e.g., broken windows, graffiti, etc.]. I have also filed a police report, which I have attached for your records (Report No: [Report Number]).

I would appreciate your guidance on the next steps in the claims process. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]