

Vandalism Insurance Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Dear Claims Department,

I am writing to formally initiate a claim regarding vandalism that occurred at my residential property located at [Property Address]. The incident took place on [Date of Incident]. Upon discovering the damage on [Date of Discovery], I promptly reported it to the authorities and filed a police report (Report Number: [Report Number]).

The vandalism resulted in [briefly describe the damages, e.g., broken windows, graffiti, etc.]. I have attached photographs and a copy of the police report for your review.

I kindly request your assistance in processing this claim as per the terms of my policy #[Policy Number]. Please let me know if you require any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]