

Landlord Insurance Claim Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Request for Documentation Regarding Insurance Claim #[Claim Number]

Dear [Insurance Adjuster's Name],

I hope this letter finds you well. I am writing to formally request the necessary documentation related to my insurance claim #[Claim Number], submitted on [Insert Submission Date]. As the owner of the property located at [Property Address], it is important for me to gather all relevant documents to ensure a smooth processing of my claim.

Specifically, I would appreciate it if you could provide me with the following:

- Claim file details
- Documented evidence of the incident
- Any correspondence regarding the claim
- Reports from any inspections conducted

Thank you for your prompt attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at the provided phone number or email address.

Sincerely,

[Your Name]

[Your Title, if applicable]