

# Letter of Clarification for Landlord Insurance Claim Process

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your City, State, Zip: [Insert City, State, Zip]

Email: [Insert Email]

Phone Number: [Insert Phone Number]

To: [Insert Insurance Company Name]

Address: [Insert Insurance Company Address]

Dear [Insert Contact Person's Name or "Claims Department"],

I am writing to request clarification regarding the process for filing an insurance claim related to my landlord insurance policy (Policy Number: [Insert Policy Number]).

Specifically, I would like to understand:

- The necessary documentation required for submitting a claim
- The timeline for the claims process
- Any potential deductibles that may apply
- How communication will be handled throughout the process

Thank you for your attention to this matter. I look forward to your prompt response to help ensure a smooth claims process.

Sincerely,

[Insert Your Name]