

Letter of Claim for Stolen Personal Belongings

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally claim for the theft of my personal belongings that occurred on [date of theft] at [location of theft]. The items stolen include:

- [Description of item 1]
- [Description of item 2]
- [Description of item 3]

The estimated value of the stolen items is [total value]. I filed a police report on [date of police report] with report number [report number], which I have attached for your reference.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]