

# Insurance Recovery Process for Stolen Property

## Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Claims Department

[Insurance Company Name]

Company Address

City, State, Zip Code

Dear Claims Adjuster,

I hope this message finds you well. I am writing to formally initiate the insurance recovery process regarding my claim for stolen property, which occurred on [Insert Date of Theft]. The details of the stolen items are as follows:

- Item 1: [Description, including make, model, serial number, and value]
- Item 2: [Description, including make, model, serial number, and value]
- Item 3: [Description, including make, model, serial number, and value]

The police report has been filed under report number [Insert Police Report Number] and is attached for your reference. Additionally, I have enclosed copies of any relevant documents that support my claim, including receipts, photos of the stolen items, and the police report.

Please let me know if you require any further information to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]