

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster/Contact Name],

I am writing to inquire about the reimbursement process for items that were stolen from my property on [Date of Theft]. The incident was reported to the [Local Police Department] under report number [Report Number].

The stolen items include:

- [Item 1: Description, Value]
- [Item 2: Description, Value]
- [Item 3: Description, Value]
- [Additional items as necessary]

I have attached the police report and any relevant documentation for your review. Please let me know if you require any further information or additional documentation to process my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]