

Theft Incident Report

Date: [Insert Date]

To: [Insurance Company Name]

From: [Your Name]

Policy Number: [Your Policy Number]

Address: [Your Address]

Phone Number: [Your Phone Number]

Email: [Your Email]

Subject: Theft Incident Report for Claim

Dear [Insurance Adjuster's Name],

I am writing to report a theft incident that occurred on [Date of Incident] at my residence/business located at [Address of Incident].

Details of the Incident:

- **Date and Time of Incident:** [Specify Date and Time]
- **Description of Incident:** [Briefly describe how the theft occurred]
- **Items Stolen:** [List items stolen with approximate value]
- **Police Report Number:** [If applicable, provide police report number]

I have also enclosed a copy of the police report and photographs of the items stolen for your reference. Please let me know if you require any additional information or documentation to process my claim.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]