

# Theft Loss Insurance Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Insurance Company Representative],

I am writing to formally notify you of a theft loss that occurred on [Insert Date of Theft] at my property located at [Insert Property Address]. I am seeking to file a claim under my theft loss insurance policy, [Insert Policy Number].

Details of the incident:

- Date of Theft: [Insert Date]
- Time of Incident: [Insert Time]
- Description of Stolen Items: [List Items]
- Estimated Value of Stolen Items: [Insert Value]
- Report Number from Local Authorities: [Insert Report Number]

I have attached copies of the police report and any relevant documents to support my claim. Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]