

# Renters Insurance Claim Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear Claims Adjuster,

I am writing to formally file a claim under my renters insurance policy #[Insert Policy Number] due to [briefly describe the incident, e.g., theft, fire, water damage, etc.]. The incident occurred on [Insert Date of Incident] at my rental property located at [Insert Address of Rental Property].

The details of the situation are as follows:

- Date of Incident: [Insert Date]
- Description of Incident: [Provide detailed description]
- Items Damaged/Lost: [List items with estimated values]
- Police Report Number (if applicable): [Insert Number]
- Photographic Evidence: [Confirm if attached or will be sent later]

Please let me know if any additional information is needed to process my claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]