

Claim for Property Loss

To: [Insurance Company Name]

Address: [Insurance Company Address]

Date: [Date]

Dear [Claims Adjuster's Name],

Policy Number: [Your Policy Number]

Claim Number: [If applicable]

I am writing to formally initiate a claim for property loss incurred at my commercial property located at [Property Address]. The incident occurred on [Date of Incident], resulting in significant damage to the premises and loss of business assets.

The following details outline the loss:

- **Description of Damage/Problem:** [Brief Description]
- **Estimated Value of Loss:** [Estimated Amount]
- **Cause of Loss:** [Cause of Loss]

I have attached all relevant documentation, including photographs, repair estimates, and a copy of the police report (if applicable), for your review.

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]