

Recovery Steps for Storm-Related Claim Submissions

Date: [Insert Date]

Policyholder Name: [Insert Name]

Policy Number: [Insert Policy Number]

Dear [Policyholder Name],

We understand that the recent storm has caused significant disruptions and damage. Your safety and recovery are our top priorities. Below are the steps to follow for submitting your claim:

Step 1: Assess Damage

Conduct a thorough assessment of the damage. Document everything by taking photos or videos.

Step 2: Report the Claim

Contact our claims department at [Insert Contact Information]. Submit your claim online at [Insert Website Link] or call our toll-free number.

Step 3: Provide Necessary Documentation

Gather and submit all required documents, including:

- Claim form
- Proof of ownership for damaged items
- Estimates for repairs

Step 4: Keep Records

Maintain copies of all correspondence and documents related to your claim for your records.

Step 5: Follow Up

If you do not hear back within [Insert Time Frame], please follow up with our claims department.

Thank you for your understanding during this difficult time. We are here to help you through the recovery process.

Sincerely,

[Your Company Name]

[Your Company Contact Information]