

Theft Claim Documentation

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]

Subject: Theft Claim for High-Value Asset Loss

Dear [Claims Adjuster's Name],

I am writing to formally report a theft that occurred on [Date of Theft] at my residence/business located at [Address of Theft]. This incident resulted in the loss of a high-value asset, detailed below:

- Item: [Description of Asset]
- Make/Model: [Make/Model of Asset]
- Serial Number: [Serial Number]
- Approximate Value: [Estimated Value]

Upon discovering the theft, I promptly reported it to the local authorities, and the report number is [Police Report Number]. I have attached a copy of the police report for your reference.

Additionally, I have included copies of any relevant purchase receipts, photos of the asset, and my insurance policy for your review.

I kindly request that you initiate the claim process for this theft at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]