

Theft Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally notify you of a theft claim regarding my personal property that was lost on [insert date of theft]. The items stolen include:

- [Description of Item 1, including its value]
- [Description of Item 2, including its value]
- [Description of Item 3, including its value]

The incident occurred at [location of theft] and has been reported to the local authorities under report number [insert report number]. I have included a copy of the police report along with this notification.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]