

# Theft Claim Submission Letter

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Theft Claim Submission - Policy No: [Insert Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for theft that occurred on [Insert Date of Incident] at my residence located at [Insert Your Address]. The estimated value of the stolen items is [Insert Amount].

The following items were reported stolen:

- [Item 1: Description - Value]
- [Item 2: Description - Value]
- [Item 3: Description - Value]

I have attached a copy of the police report filed on [Insert Date], as well as photographs and receipts for the stolen items, as proof of ownership.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]