

Fire Damage Insurance Claim

Date: [Insert Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Dear [Insurance Adjuster's Name],

I am writing to formally initiate a fire damage insurance claim for my commercial property located at [Property Address]. The unfortunate incident occurred on [Date of Incident], which resulted in significant damage to the premises.

The following details provide an overview of the damage incurred:

- Extent of Damage: [Brief description of the damage]
- Estimated Repair Costs: [Estimated amount]
- Professional Assessments: [Names and contact details of professionals involved]

Attached to this letter, you will find the following supporting documents:

- Photographs of the damage
- Fire department report
- Estimates from contractors
- Copy of insurance policy

I request that you process this claim at your earliest convenience. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]