

Property Damage Claim

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]

Dear [Claims Adjuster's Name],

Subject: Property Damage Claim for [Property Address]

I am writing to formally submit a claim for damages sustained at my commercial property located at [Property Address] due to [specific incident, e.g., fire, flood, etc.] on [date of incident].

The extent of damages includes [briefly describe the damages, e.g., broken windows, water damage, etc.]. Attached are photos and a detailed account of the damages as well as repair estimates provided by qualified professionals.

My policy number is [Policy Number], and I respectfully request your prompt attention to this matter. Please let me know if you require any further information or documentation to process my claim.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]