

Property Damage Claim Letter

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Your Policy Number]

Claim Number: [Claim Number, if applicable]

Dear [Claims Adjuster Name],

I am writing to formally submit a claim for property damage to my home located at [Your Address]. The damage occurred on [Date of Incident] due to [brief description of cause, e.g., a storm, fire, etc.].

The damages include [list specific damages and impacted areas, e.g., roof leaks, broken windows, etc.]. I have attached photographs and a detailed inventory of the damaged property for your review.

I request that you initiate the claims process and send an adjuster to assess the damage. Please let me know if you require any additional information or documentation from my side.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]