

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Claims Adjuster's Name],

Subject: Property Damage Claim - Policy Number: [Your Policy Number]

I am writing to formally submit a claim for property damage due to theft that occurred on [Date of Incident]. The property in question, located at [Property Address], was broken into, and several valuable items were stolen.

The items stolen include:

1. [Description of Item 1] - [Estimated Value]
2. [Description of Item 2] - [Estimated Value]
3. [Description of Item 3] - [Estimated Value]

I have attached a copy of the police report and any relevant documentation to substantiate my claim. I kindly ask that you process this claim expediently. Feel free to reach me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]