

# Insurance Claim for Property Damage Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for property damage that occurred on [insert date of incident] at my property located at [insert property address]. This incident involved [brief description of the incident].

The damages sustained include:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

I have attached the following documents to support my claim:

- [List of attached documents such as photos, repair estimates, etc.]

My policy number is [insert policy number]. I kindly request that you process this claim at your earliest convenience and provide me with the necessary reimbursement for the damages incurred.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]