

Insurance Claim Submission for Lost Personal Belongings

Date: [Insert Date]

Insurance Company Name
Address Line 1
Address Line 2
City, State, Zip Code

Policy Number: [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim for lost personal belongings as per my insurance policy [Policy Number]. The following items were lost on [Insert Date of Loss] under [Brief Description of Circumstances].

Details of Lost Items:

- [Description of Item 1 - make, model, serial number, value]
- [Description of Item 2 - make, model, serial number, value]
- [Description of Item 3 - make, model, serial number, value]

I have attached copies of supporting documents, including:

- Police Report (if applicable)
- Receipts or proof of purchase
- Photos of the items (if available)

Please let me know if you require any further information to process my claim. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address Line 1]
[Your Address Line 2]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]