

Insurance Claim Letter

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

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

Subject: Claim for Theft Compensation - Policy No. [Your Policy Number]

To Whom It May Concern,

I am writing to formally submit a claim for theft compensation under my insurance policy ([Your Policy Number]) following a burglary that occurred on [Date of Incident] at my residence located at [Your Address].

During the incident, the following items were stolen:

1. [Item Description 1] - [Value]
 2. [Item Description 2] - [Value]
 3. [Item Description 3] - [Value]
- (Add more items as necessary)

I have attached a copy of the police report, along with any relevant documentation, such as receipts, photographs of the stolen items, and my identity verification paperwork. Please find these attachments for your reference.

I request you process my claim promptly and inform me of any further information or documentation required. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]