

Property Insurance Claim Inquiry

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

Claims Department

[Insurance Company Name]

[Insurance Company Address]

City, State, Zip Code: [Insurance Company City, State, Zip Code]

Dear Claims Department,

I am writing to inquire about the process for filing a property insurance claim related to a malfunction of my appliance. On [date of incident], my [describe appliance, e.g., refrigerator or washing machine] stopped functioning properly, causing [briefly explain the impact, e.g., spoilage of food or damage to property].

As a policyholder with policy number [Your Policy Number], I would like to request guidance on how to proceed with this claim. I would appreciate any information regarding the required documentation, the claims process, and any deadlines that I need to be aware of.

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

Sincerely,

[Your Name]