

# Residential Insurance Claim Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name or Insurance Company],

I am writing to formally request the necessary documentation to proceed with my residential insurance claim (Claim Number: [Insert Claim Number]). I would appreciate your assistance in providing the following documents:

- Copy of the insurance policy
- Claim assessment report
- Correspondence related to the claim
- Any additional related documentation

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]