

Insurance Claim Submission Letter

Date: [Insert Date]

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

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

Subject: Residential Insurance Claim Submission - Policy #[Your Policy Number]

Dear [Claims Adjuster's Name or "Claims Department"],

I am writing to formally submit a claim under my residential insurance policy #[Your Policy Number]. The details of the incident are as follows:

Date of Incident: [Insert Date]

Description of the Incident: [Briefly describe the incident, damage, etc.]

Location of Incident: [Insert address if different from your address]

Enclosed are the following documents to support my claim:

- Claim Form
- Copy of Policy
- Photos of Damage
- Repair Estimates
- Any Additional Relevant Documentation

I kindly request your prompt attention to this matter and would appreciate a confirmation of receipt of this claim. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]