

# Insurance Claim Request

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]

Dear [Claims Adjuster's Name],

I am writing to formally request an insurance claim for hardware damage that occurred on [Insert Date of Incident]. The affected hardware includes [List the damaged hardware items]. The damage was caused by [Briefly explain the cause of the damage].

I have attached the necessary documentation to support my claim, including:

- Copy of the purchase receipts
- Photographic evidence of the damage
- Repair estimates (if applicable)
- Additional supporting documents

Under my policy, I believe I am entitled to compensation for this damage. I respectfully request that you review my claim, and I hope to resolve this matter promptly.

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

Sincerely,

[Your Name]