

Hardware Damage Insurance Notification

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Dear [Insurance Company Contact Name],

I am writing to formally notify you of hardware damage which I believe is covered under my insurance policy, [Insert Policy Number]. The incident occurred on [Insert Date of Incident] and involved the following equipment:

- Item: [Insert Item Description]
- Serial Number: [Insert Serial Number]
- Condition: [Describe Condition]

The incident was caused due to [briefly explain the cause of damage]. I have attached photographs and a copy of the incident report for your review.

Please advise on the next steps for processing this claim. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]