

Inquiry for Hardware Damage Insurance Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster/Insurance Representative's Name],

I hope this message finds you well. I am writing to formally inquire about the reimbursement process for hardware damage covered under my insurance policy, [Policy Number].

On [Date of Incident], my hardware sustained damage due to [brief description of incident]. I have attached the necessary documentation including the incident report, photographs of the damage, and copies of the purchase receipts for your reference.

I would appreciate your guidance on the next steps in the reimbursement process and any additional information you may require from my side.

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

Warm regards,

[Your Name]