

Insurance Claim for Recovery Assistance

Claim Number: [Insert Claim Number]

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,

I am writing to formally submit a claim for recovery assistance following the catastrophic event that occurred on [Date of Event]. Due to [brief description of the event, e.g., a hurricane, flood, fire], my property located at [Property Address] has suffered significant damage.

As a policyholder under [Policy Number], I am requesting assistance with the following losses:

- [Description of Loss 1]
- [Description of Loss 2]
- [Description of Loss 3]

I have attached all necessary documentation, including photographs, estimates for repairs, and any other relevant paperwork to support my claim.

Please let me know if any further information is needed to process this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]