

# Claim Submission Letter

Date: [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 damages covered under my home insurance policy, policy number [Your Policy Number].

The damages occurred on [Date of Incident] due to [Cause of Damage]. The affected areas of my property include [Description of Damaged Areas].

Attached to this letter are the following documents:

- A copy of my insurance policy
- Photos of the damage
- Estimates for repairs
- Any additional documentation

I kindly ask that you process my claim at your earliest convenience. Please feel free to contact me if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]