

Home Insurance Claim Notification

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 notify you of a claim I wish to file regarding my home insurance policy ([Policy Number]) due to [brief description of the incident, e.g., water damage from a burst pipe on March 1, 2023].

The damage occurred on [Date of Incident] at my residence located at [Your Address]. I have taken steps to mitigate the damage and have documented everything with photographs and written descriptions.

Please find attached the following documentation to support my claim:

- Photos of the damage
- Estimates for repairs
- Any relevant police or fire department reports (if applicable)

I appreciate your prompt attention to this matter and look forward to your guidance on the next steps in the claims process. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your assistance.

Sincerely,

[Your Name]