

Renters Insurance Claim Submission

Date: [Insert Date]

To: [Insurance Company Name]

Claims Department

Policy Number: [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim under my renters insurance policy due to a liability incident that occurred on [Insert Date of Incident]. The details of the incident are as follows:

Incident Details

- **Date of Incident:** [Insert Date]
- **Location of Incident:** [Insert Location]
- **Description of Incident:** [Briefly describe the incident]
- **Involved Parties:** [List any other parties involved]

Claim Information

As a result of this incident, I have incurred the following damages:

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

Attached to this letter, you will find my supporting documentation, including:

- [Copy of the police report, if applicable]
- [Photos of the incident]
- [Receipts or estimates for damages]

I kindly request that you process this claim as soon as possible. Should you need any further information or documentation, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]