

# Renters Insurance Claim Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Policy Number]

To: [Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster/Insurance Company],

I am writing to formally submit a claim for personal property loss under my renters insurance policy ([Policy Number]). The loss occurred on [Insert Date of Incident] due to [briefly describe the cause of loss, e.g., theft, fire, water damage].

List of lost items:

- [Description of Item 1] - [Value]
- [Description of Item 2] - [Value]
- [Description of Item 3] - [Value]

I have attached copies of relevant documents, including police reports, photographs of the damaged items, and receipts for the loss. Please inform me of any additional information you may require to process my claim.

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

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]