

Renters Insurance Claim Submission

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Policy Number: [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim for water damage that occurred in my rental unit located at [Insert Address of Rental Unit]. The damage occurred on [Insert Date of Incident], and I am seeking coverage under my renters insurance policy.

The cause of the water damage was [briefly describe cause, e.g., a burst pipe, flooding from heavy rain, etc.]. The affected areas include [list the rooms or areas affected by the water damage]. I have taken immediate steps to mitigate further damage, including [mention any actions taken, such as contacting a plumber, using towels to absorb water, etc.].

I have attached the following documentation to support my claim:

- Photos of the damage
- Repair estimates from licensed professionals
- A copy of my lease agreement
- Any relevant correspondence regarding the incident

Please let me know if you require any additional information or documentation to process my claim. I look forward to your prompt response to this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]