

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally file a claim for fire damage that occurred on [date of the incident] at my property located at [property address]. The fire caused significant damage to my home, including [briefly describe the damage].

As policyholder [your policy number], I request that you initiate the claims process at your earliest convenience. I have attached a copy of the fire report, photographs of the damages, and a list of affected items for your review.

Please let me know if you require any additional information to expedite the processing of my claim. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]