

Property Insurance Claim Initiation Letter

Date: [Insert Date]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Policy Number: [Insert Policy Number]

Dear [Adjuster's Name],

I am writing to formally initiate a claim under our property insurance policy for our commercial property located at [Property Address]. The claim is the result of [briefly describe the incident, e.g., fire damage, water damage, etc.] that occurred on [insert date of incident].

Details of the Incident:

- Date of Incident: [Insert Date]
- Description of Damage: [Brief Description]
- Estimated Loss: [Estimated Dollar Amount]

Please find enclosed the following documents to support our claim:

- Copy of the Insurance Policy
- Photographs of the Damage
- Incident Report
- List of Damaged Items

We request that you acknowledge the receipt of this claim and provide us with a claim number as soon as possible. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]