

# Property Insurance Claim Initiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Initiation of Property Insurance Claim - Policy #[Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally initiate a claim under my property insurance policy #[Insert Policy Number] for personal property loss that occurred on [Insert Date of Incident].

Details of the incident are as follows:

- **Description of Loss:** [Brief description of the item(s) lost or damaged]
- **Location of Incident:** [Where the loss occurred]
- **Estimated Value of Loss:** [Approximate value of the lost property]
- **Police Report Number (if applicable):** [Insert Report Number]

Attached are copies of relevant documents including the police report, photographs of the damage, and receipts for the lost items.

I appreciate your prompt attention to this matter and look forward to your response regarding the next steps in the claim process.

Thank you for your assistance.

Sincerely,

[Your Name]