

# Construction Insurance Claims Letter

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

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

## Subject: Claim for Construction Insurance - Contract Dispute

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim concerning the construction project located at [Project Address]. Due to [briefly explain the reason for the claim, e.g., damages incurred, breach of contract], I believe that the policy held by [Insurance Company Name] should cover these losses under the terms outlined in the contract.

Details of the incident are as follows:

- **Contractor Name:** [Contractor Name]
- **Contract Number:** [Contract Number]
- **Date of Incident:** [Date]
- **Nature of Dispute:** [Summary of the dispute]
- **Estimated Damages:** [Estimated amount]

Please find attached all relevant documentation including contracts, correspondence, and photographs supporting my claim. I kindly request a prompt review of this matter and a response within [number of days] days.

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

Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Company Name, if applicable]