

Construction Insurance Claim Letter

Date: [Insert Date]

To,

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Construction Insurance Claim for Fire Damage

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages incurred as a result of a fire that occurred on [Date of Fire] at the construction site located at [Site Address]. The unfortunate incident resulted in significant damage to the ongoing construction project.

The following damages were assessed:

- Damage to building materials - [Brief description]
- Loss of equipment - [Brief description]
- Additional costs incurred due to delays - [Brief description]

Attached to this letter, you will find:

- A copy of the fire report
- Photographs of the damage
- Invoices for replacement materials
- Any other relevant documentation

Please let me know if you require any additional information or documentation to process this claim. I look forward to your prompt response regarding the status of this claim.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]