

Claim for Property Damage

[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 submit a claim for property damage that occurred on [Date of Incident] relating to my policy [Policy Number]. The damage occurred at [Property Address], where construction work was being carried out.

Details of the incident are as follows:

- Date and time of incident: [Date and Time]
- Description of the incident: [Brief Description]
- Extent of damages: [Description of Damage]

Attached to this letter, you will find the documentation supporting my claim which includes:

- Photos of the damage
- Estimates for repairs
- Witness statements (if applicable)

I kindly request that you review this claim at your earliest convenience and provide guidance on the next steps. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

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

Sincerely,

[Your Name]