

# Insurance Claim Submission

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

## **Subject: Property Damage Claim Submission - Policy # [Your Policy Number]**

Dear [Insurance Adjuster's Name],

I am writing to formally submit a claim for property damage under my insurance policy with your company. The incident occurred on [date of incident], and it caused significant damage to my property located at [property address].

Details of the Incident:

- Date of Incident: [Date]
- Description of Damage: [Brief Description]
- Estimated Cost of Repairs: [Estimated Cost]

Enclosed with this letter are the following documents to support my claim:

- Photographs of the damage
- Copies of repair estimates
- Police report (if applicable)

Please let me know if you require any additional information or documentation to process my claim. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]