

# Insurance Claim Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name],

I am writing to formally report a break-in incident that occurred at my residence on [Insert Date of Incident]. I would like to initiate an insurance claim for the damages and losses incurred during this event.

Details of the Incident:

- Date and Time of Incident: [Insert Date and Time]
- Location of Incident: [Insert Address of Incident]
- Police Report Number: [Insert Report Number]
- Description of Items Stolen: [List all stolen items]
- Estimated Value of Stolen Items: [Insert Total Value]

I have attached copies of the police report, photographs of the damage, and any relevant receipts for the stolen items as supporting documentation for this claim.

Thank you for your attention to this matter. I look forward to your prompt response regarding the next steps in processing my claim. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]