

Insurance Claim Notification for Property Damage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, ZIP Code]

Dear [Insurance Adjuster's Name],

I am writing to formally notify you of a claim for property damage under my insurance policy [Policy Number]. The incident occurred on [Date of Incident] at my property located at [Property Address].

Details of the incident are as follows:

- Date and Time of Incident: [Insert Date and Time]
- Description of Damage: [Provide a brief description of the damage]
- Estimated Cost of Repair: [Insert Amount]

Enclosed are the following documents to support my claim:

- Photos of the damage
- Repair estimates
- Any relevant police or fire reports (if applicable)

I would appreciate your prompt attention to this matter and would like to know the next steps in processing my claim. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]