

Insurance Claim Submission

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/Representative's Name],

Subject: Insurance Claim Submission for Theft Incident - Policy Number [Your Policy Number]

I am writing to formally submit a claim regarding the theft incident that occurred on [Date of Incident] at [Location of Incident]. I am a policyholder under the aforementioned policy number, and I wish to report the details surrounding this theft.

Details of the Incident:

- Date and Time of Theft: [Insert Date and Time]
- Location of Theft: [Insert Location]
- Items Stolen: [List of Items with Estimated Values]
- Police Report Number: [Insert Police Report Number]

I have attached copies of the police report, photographs of the stolen items, and any other relevant documentation to support my claim. I kindly request that you process this claim at your earliest convenience. Please let me know if you require any additional information.

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

Sincerely,

[Your Name]