

Lost Item Claim Letter

[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 Department,

I am writing to formally report the loss of my [describe item, e.g., "laptop"], which occurred on [date of loss]. The item was last seen [location where the item was lost]. Despite my efforts to locate it, I was unable to recover it.

The details of the lost item are as follows:

- Item Description: [description]
- Make/Model: [make and model]
- Serial Number: [serial number]
- Approximate Value: [value]

I have attached all supporting documents, including the police report, receipts, and any other relevant information. Please let me know if you need any further information to process my claim.

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

Sincerely,
[Your Name]