

Insurance Claim Documentation Request

Date: [Insert Date]

Policyholder's Name: [Insert Name]

Policy Number: [Insert Policy Number]

Insurance Company: [Insert Insurance Company Name]

Address: [Insert Insurance Company Address]

Dear [Claim Adjuster's Name],

I am writing to formally request the documentation related to my recent fire loss claim, referenced under policy number [Insert Policy Number]. The incident occurred on [Insert Date of Incident], and I wish to gather all necessary information for my records and for any potential follow-up actions.

Specifically, I would like to request the following documents:

- Claim report
- Assessment of damages
- List of covered items
- Correspondence related to the claim
- Settlement details (if available)

Thank you for your attention to this matter. I look forward to receiving the requested documentation at your earliest convenience. Should you need any further information, please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]