

# Insurance Claim Reimbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear Claims Adjuster,

I am writing to formally request reimbursement for the loss of personal property due to [briefly describe the incident, e.g., fire, theft, etc.] that occurred on [insert date of incident]. My policy number is [insert policy number].

The following items were lost:

- [Description of item 1, including value]
- [Description of item 2, including value]
- [Description of item 3, including value]

I have attached copies of all relevant documentation, including the police report, photographs of the lost items, and receipts where applicable.

Please let me know if you need any further information to process my claim. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]