

Insurance Claim Reimbursement Request

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,

I am writing to formally submit a claim for reimbursement under my policy #[Insert Policy Number] due to a theft incident that occurred on [Insert Date of Incident].

The details of the incident are as follows:

- Incident Date: [Insert Date]
- Location of Theft: [Insert Location]
- Items Stolen: [List Items and their Values]
- Police Report Number: [Insert Report Number]

Please find attached the necessary documents to support my claim, including:

- Copy of the police report
- Photographs of the stolen items (if available)
- Purchase receipts or proof of ownership
- Your policy documents

I would appreciate your prompt attention to this matter and look forward to your response regarding the reimbursement process. Should you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]