

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Subject: Earthquake Insurance Claim - Policy No. [Your Policy Number]

Dear [Insurance Adjuster's Name or Claims Department],

I am writing to formally submit a claim for damages incurred due to the recent earthquake that occurred on [Date of Earthquake]. My policy number is [Your Policy Number].

The earthquake caused significant damage to my property located at [Property Address], including [briefly describe the damages].

I have attached all relevant documents, including:

1. Photographs of the damage
2. A copy of my insurance policy
3. [Any additional supporting documents, e.g., repair estimates, receipts]

I would appreciate prompt attention to my claim, and I am available to provide any further information or documentation as needed.

Thank you for your assistance.

Sincerely,  
[Your Name]