

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

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

Subject: Flood Insurance Claim - Policy Number [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages caused by the recent flooding that occurred on [date of flooding]. My policy number is [Your Policy Number].

Details of the Incident:

- Date of Flood: [Date]
- Location of Property: [Property Address]
- Description of Damage: [Brief description of the damages sustained]

I have attached the following documents to support my claim:

1. Photographs of the damages
2. A copy of the flood insurance policy
3. A list of damaged items with estimated repair/replacement costs
4. Any other relevant documents

I request that an adjuster be assigned to my case at your earliest convenience. Please let me know if you require any further information. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]