

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

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

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

Dear [Claims Adjuster's Name or "Claims Department"],
I am writing to formally submit a claim for damages sustained to my home, covered under policy number [Your Policy Number]. The incident occurred on [Date of Incident], when [brief description of the incident, e.g., a severe storm caused damage to my roof and exterior].

The following damages were incurred:

- [Itemized list of damages]
- [Itemized list of damages]
- [Itemized list of damages]

Attached to this letter, you will find the relevant documents, including:

- A copy of my insurance policy
- Photographs of the damages
- Receipts or estimates for repairs
- [Any other relevant documents]

I kindly request that you initiate the claims process as soon as possible. Please let me know if you require any further information or documentation.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Policy Number]