

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

[Insurance Company Name]  
[Claims Department Address]  
[City, State, Zip Code]  
Subject: Identity Theft Insurance Claim

Dear Claims Examiner,  
I am writing to formally submit a claim under my identity theft insurance policy ([Policy Number]) due to an incident of identity theft that occurred on [Date of Incident].

Description of Incident:

[Briefly describe the incident, including how you discovered the theft and any pertinent details.]

Actions Taken:

[Outline the steps you have taken since discovering the identity theft, such as reporting to law enforcement, contacting creditors, etc.]

Attached Documents:

1. [Police report (if applicable)]
2. [Identity theft affidavit (if applicable)]
3. [Any other supporting documents]

I kindly request your assistance in processing my claim at your earliest convenience. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

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