

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

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

Subject: Renters 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 under my renters insurance policy, number [Your Policy Number].

On [Date of Incident], [briefly describe the incident that led to the claim, e.g., a fire, theft, water damage, etc.], which resulted in the loss/damage of my personal property, including [list significant items lost/damaged].

I have attached the necessary documentation to support my claim, including:

1. A completed claim form
2. A copy of the police report (if applicable)
3. Photos of the damage/loss
4. Receipts or invoices for the damaged/lost items

Please let me know if you require any additional information or documentation to expedite the processing of my claim. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]