

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

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

Subject: Claim Submission for Dwelling Insurance Policy #[Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim under my dwelling insurance policy #[Policy Number] for damages that occurred on [Date of Incident]. The damages were the result of [brief description of the incident, e.g., a fire, flooding, etc.].

The details of the incident are as follows:

- **Date of Incident:** [Date]
- **Description of Damage:** [Briefly describe the extent of the damage and affected areas]
- **Estimated Cost of Repairs:** [Provide an estimated cost or indicate that a professional assessment is pending]

I have attached the following documents to support my claim:

1. A completed claim form
2. Photographic evidence of the damage
3. Any relevant repair estimates or invoices
4. A copy of my insurance policy for reference

Please let me know if you need any additional information or documentation to process this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Policy Number]