

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

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

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

Dear Claims Adjuster,

I am writing to formally submit a claim for damages incurred to my dwelling at [Property Address] due to [brief description of the incident, e.g., fire, flooding, theft] that occurred on [date of the incident].

The damages include:

- [Detail the specific damages, e.g., roof damage, water damage, loss of personal property]

- [Include any additional damages as necessary]

I have attached the following documents to support my claim:

1. A copy of my insurance policy
2. Photos of the damages
3. A police report (if applicable)
4. An inventory list of damaged/lost items with estimated values

I kindly request that you process my claim promptly. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Policy Number]