

[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 Request - Policy Number [Insert Policy Number]

Dear Claims Adjuster,

I am writing to formally request a claim for damages sustained to my property located at [Property Address] due to [briefly explain the cause, e.g., fire, water damage, etc.] on [date of incident]. My policy number is [insert policy number].

The damages incurred include [list specific damages or losses]. I have attached all relevant documentation, including photographs, invoices for repairs, and any other supporting materials for your review.

Please let me know if you require any further information or if there are forms I need to complete as part of this process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: List of attachments]