

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

[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP Code]
Policy Number: [Your Policy Number]
Claim Number: [Your Claim Number]

Dear [Adjuster's Name or Claims Department],
I hope this letter finds you well. I am writing to formally file a claim under my dwelling property insurance policy due to [briefly describe the incident, e.g., "water damage caused by a burst pipe on [date]"]. On [date of incident], I experienced [detailed description of the event, including any relevant information such as location, extent of damage, and any immediate actions taken]. I have attached documentation supporting my claim, including photographs of the damage and repair estimates from licensed contractors.

I request that you review my claim as soon as possible and provide me with information regarding the next steps in the claims process. Should you need any further details or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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