

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

[Insurance Company Name]
[Insurance Company Address]
[City, State, ZIP Code]

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

Dear [Claims Adjuster's Name or Claims Department],

I am writing to formally submit a claim under my dwelling insurance policy, numbered [Your Policy Number], due to [briefly describe the incident, e.g., water damage from a burst pipe] that occurred on [date of incident].

Details of the incident:

- Date of Incident: [Date]
- Description: [Provide a detailed description of the incident, including the extent of damage.]
- Estimated Repair Costs: [If available, provide an estimate or indicate that you are in the process of obtaining one.]

I have attached the following documents to support my claim:

1. A copy of my insurance policy.
2. Photographs of the damage.
3. Copies of invoices or repair estimates (if applicable).
4. Any relevant police or fire department reports (if applicable).

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

Thank you for your assistance.

Sincerely,
[Your Name]