

[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's Name or Claims Department],

I am writing to formally submit a claim under my dwelling insurance policy (Policy Number: [Your Policy Number]) due to [brief description of the event, e.g., water damage from a burst pipe on [date]].

The incident occurred on [exact date] and resulted in [describe the extent of the damage, e.g., significant water damage to the living room and basement]. I have attached photographs and other relevant documentation to support my claim.

I would appreciate your prompt attention to this matter and kindly request guidance on the next steps to expedite the claims process. Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,  
[Your Name]