

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

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

Subject: Home Damage Insurance Claim - Policy #[Your Policy Number]

Dear [Adjuster's Name or Claims Department],

I am writing to formally file a claim for damages to my home that occurred on [Date of Incident]. The damage was caused by [briefly describe the cause of damage, e.g., a storm, fire, water leak, etc.].

Details of the damage include:

- [Description of the first damaged item/area]
- [Description of the second damaged item/area]
- [Any additional items/areas]

I have attached the following documentation to support my claim:

1. Photographs of the damage
2. Repair estimates from certified professionals
3. A copy of my insurance policy
4. Any other relevant documents

Please let me know if you require any additional information to process my claim. I would appreciate your prompt attention to this matter, as the repairs are urgent.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]