

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Insurance Company Name]  
[Insurance Company Address]  
[City, State, Zip Code]

Dear [Claims Adjuster's Name or "Claims Department"],  
Subject: Home Insurance Claim - Policy Number [Your Policy Number]  
I am writing to formally file a claim regarding damages to my home that occurred on [Date of Incident]. The incident involved [brief description of the incident, e.g., water damage, fire, theft] and has resulted in significant damages to my property located at the address mentioned above.

The details of the incident are as follows:

- Date and time of occurrence: [Date and Time]
- Description of damages: [Detailed description of the damages]
- Estimated cost of repairs: [Estimated amount, if known]

I have attached all relevant documentation, including photographs of the damages, copies of repair estimates, and a copy of my insurance policy for your reference.

Please let me know if you require any additional information or documentation to process my claim. I would appreciate your prompt attention to this matter, as I am eager to begin the restoration process. Thank you for your assistance.

Sincerely,

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