

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

[Insurance Company Name]
[Claims Department]
[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 file a claim under my dwelling insurance policy, policy number [Your Policy Number], due to [briefly describe the incident, e.g., water damage, fire damage, theft, etc.]. The incident occurred on [date of incident] at my residence located at [Your Address]. [Provide a brief description of what happened, including any relevant details, damages incurred, and actions taken since the incident.]

I have attached the following documentation to support my claim:

1. A copy of my insurance policy
2. Photos of the damage
3. A list of damaged items, including estimated values
4. Any police reports or fire reports, if applicable
5. [Include any other relevant documents]

Please assign a claims adjuster to my case and inform me of any additional information or steps required to process my claim. I can be reached at [Your Phone Number] or [Your Email Address] for any further correspondence.

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

Sincerely,
[Your Name]