

[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 hope this letter finds you well. I am writing to formally submit a claim under my dwelling insurance policy due to [brief description of the incident, e.g., fire damage, water damage, theft, etc.].

Details of the incident are as follows:

- Date of Incident: [Date]
- Description of Damage: [Briefly describe the damage and any relevant circumstances]
- Attached Documents: [List any documents you are enclosing, such as photographs, repair estimates, police reports, etc.]

I kindly request that you initiate the claims process for this incident. Please let me know if you require any further information or documentation to assist with my claim.

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

Sincerely,

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