

[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 Claim Submission - Policy No. [Your Policy Number]

Dear [Insurance 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, number [Your Policy Number], for damages incurred due to [brief description of the event, e.g., a fire, flood, etc.] on [date of the incident].

The details of the damage are as follows:

- Nature of the Damage: [Briefly describe the damage]
- Description of Events Leading to Damage: [Provide a brief narrative]
- Estimated Cost of Repairs: [If available, mention the cost]

Attached to this letter, you will find:

1. A copy of my insurance policy
2. Photos of the damages
3. Estimates for repairs from licensed contractors
4. Any relevant documentation (e.g., police reports, fire department reports)

Please let me know if you need any additional information to process this claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]