

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

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

Subject: Letter of Intent for Dwelling Insurance Claim

Dear [Claims Adjuster's Name or General Claims Department],
I am writing to formally submit my intent to file a claim under my dwelling insurance policy [Policy Number] due to [briefly describe the nature of the damage, e.g., water damage from a burst pipe, fire damage, etc.].

The incident occurred on [date of incident], and I have already taken the necessary steps to mitigate further damage, including [describe any immediate actions taken, such as contacting a repair service or securing the property].

I kindly request a claims adjuster to assess the damages promptly. Attached to this letter are the initial documents related to the claim, including [list any documents you are including, such as photographs, repair estimates, and a copy of the police report if applicable]. Please let me know if you require any further information or additional documentation. I appreciate your prompt attention to this matter and look forward to your response.

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