

[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 #[Policy Number]

Dear [Claims Adjuster's Name],

I hope this letter finds you well. I am writing to formally submit a claim for damages to my dwelling under my insurance policy #[Policy Number]. The incident occurred on [Date of Incident] at my residence located at [Your Address].

The details of the incident are as follows:

- Description of the incident: [Brief description of what happened]
- Damage incurred: [List of damages, including estimated repair costs if available]
- Any additional information: [Include any relevant details, such as police reports or photographs]

I have enclosed all necessary documentation, including:

1. A copy of my insurance policy
2. Photographs of the damages
3. Estimates from contractors (if applicable)
4. Any police reports or other relevant documents

I kindly request a prompt review of my claim. Please let me know if you require any further information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]