

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]
Claim Number: [Your Claim Number]

Dear [Claims Adjuster's Name],
I am writing to formally submit a claim for damages to my residential dwelling insured under policy number [Your Policy Number]. The incident occurred on [Date of Incident] and involved [briefly describe the nature of the incident, e.g., fire, water damage, theft].

The damages include [specify the damages, e.g., structural damage, property loss, etc.], and I have attached the necessary documentation to support my claim, including photographs, repair estimates, and any relevant police reports or fire department reports.

I kindly request that you review my claim and initiate the process for reimbursement as soon as possible. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]