

[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 Number [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for damages to my dwelling as per my insurance policy number [Your Policy Number]. The incident occurred on [Date of Incident], resulting in damage that I wish to be assessed and compensated for under my policy coverage.

****Description of the Incident:****

- Date and Time of Incident: [Insert date and time]
- Location of Damage: [Insert address]
- Description of Damage: [Briefly describe the extent of the damage]

****Supporting Documentation:****

Enclosed with this letter, please find the following documentation to support my claim:

1. Photos of the damage
2. Repair estimates from licensed contractors
3. A copy of the police report (if applicable)
4. Any additional relevant documents

****Claim Amount:****

Based on the assessment, I am claiming a total amount of [Insert Claim Amount], which covers all identified damages and losses.

I would appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]