

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

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

Subject: Dwelling Insurance Claim - Policy No. [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under my dwelling insurance policy following [brief description of the incident, e.g., a fire, water damage, theft] that occurred on [date of incident].

The details of the incident are as follows:

- **Date of Incident:** [Date]
- **Description of Damage:** [Detailed description of the damage or loss]
- **Location of Incident:** [Address where the incident occurred]

I have attached all relevant documentation to support my claim, including:

1. A copy of the police report (if applicable)
2. Photographs of the damage
3. Repair estimates from licensed contractors
4. [Any other supporting documents you wish to include]

I appreciate your prompt attention to this matter and look forward to your response regarding the next steps in processing my claim. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]