

[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 Number [Your Policy Number]

Dear Claims Adjuster,

I am writing to formally submit a claim under my dwelling insurance policy, numbered [Your Policy Number], due to damage that occurred on [Date of Incident].

The incident involved [Brief description of the incident, e.g., water damage from a burst pipe, fire damage, etc.] which resulted in significant damage to my property located at [Property Address].

I have attached the following documents to assist with the processing of my claim:

1. A copy of my insurance policy
2. A detailed description of the damage
3. Photos of the damages
4. Any relevant repair bills or estimates
5. A copy of the police report (if applicable)

I kindly request that my claim be processed at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or documentation.

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

Sincerely,

[Your Name]

[Your Signature (if sending via mail)]