

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

[Insurance Company Name]  
[Claims Department Address]  
[City, State, ZIP Code]

Subject: Renters Insurance Claim - Policy #[Your Policy Number]

Dear Claims Adjuster,

I hope this letter finds you well. I am writing to formally submit a claim under my renters insurance policy #[Your Policy Number] for damages incurred on [Date of Incident].

On [Date], [briefly describe the incident, e.g., a theft, fire, or water damage] took place at my residence located at [Your Address]. As a result, I incurred losses that I believe are covered under my policy. [Include a brief list of items lost/damaged, along with their values, and any relevant details.]

To support my claim, I have attached the following documents:

1. A copy of my renters insurance policy
2. [Police report, if applicable]
3. [Photos of damaged items or property]
4. [Receipts or proof of purchase for lost items]
5. [Any additional relevant documents]

I would 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 the phone number or email address listed above should you need any further information.

Thank you for your assistance.

Sincerely,  
[Your Name]