

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

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

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

Dear [Claims Adjuster's Name or "Claims Department"],  
I am writing to formally submit a claim for damages to my property located at [Property Address] under policy #[Your Policy Number]. The incident occurred on [Date of Incident] and has resulted in [briefly describe the damages sustained].

I have attached the following documents to support my claim:

1. Incident Report
2. Photos of the Damage
3. Repair Estimates
4. Receipts for any related expenses

Please let me know if you require any additional information or documentation to process my claim. I look forward to your prompt response regarding the next steps in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Policy Number]