

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

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

Subject: Home Insurance Claim - Policy Number [Your Policy Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim under my home insurance policy (Policy Number: [Your Policy Number]) for damages that occurred on [Date of Incident].

The incident involved [brief description of the incident, e.g., water damage from a burst pipe], resulting in damages to [specific areas or items affected].

I have attached all relevant documentation, including photos of the damage, repair estimates, and a copy of the police/fire report (if applicable).

Please let me know if you need any additional information. I look forward to your prompt response in processing this claim.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]