

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

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

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

Dear [Claims Adjuster's Name or "Customer Service"],

I hope this message finds you well. I am writing to formally file a claim under my insurance policy [Policy Number] for [briefly describe the reason for the claim, e.g., damage to property, medical expenses, etc.]. Details of the incident are as follows:

- Date of Incident: [Insert date]
- Location of Incident: [Insert location]
- Description of the Incident: [Provide a detailed description of what happened]

Attached to this letter, you will find the following documents to support my claim:

1. [Document 1, e.g., photos of the damage]
2. [Document 2, e.g., receipts or invoices]
3. [Document 3, e.g., police report if applicable]

Please let me know if you require any additional information or documentation to process my claim. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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