

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

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

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

Dear [Claims Adjuster's Name or Sir/Madam],

I am writing to formally submit a claim for [brief description of the claim, e.g., "damage to my home following a storm"] under my insurance policy with your company.

The details of the incident are as follows:

- Date of Incident: [Date]
- Policy Number: [Your Policy Number]
- Description of Loss: [Detailed description of the incident and items involved]

I have attached the necessary documents to support my claim, including:

- A completed claim form
- Photographs of damages
- Police reports (if applicable)
- Any other relevant documentation

Please acknowledge receipt of this claim and inform me of any further steps I need to take. I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this claim.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]