

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

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

Subject: Fire Insurance Claim #[Your Claim Number]

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for the damages incurred from the fire that occurred on [date of the fire] at my property located at [property address]. I am a policyholder with [Insurance Company Name], and my policy number is [Your Policy Number].

On the aforementioned date, a fire caused significant damage to my property. The fire was reported to the local fire department, and a report was filed (attached as Exhibit A). The extent of the damage includes [briefly describe damages, such as structural damage, losses of personal property, etc.].

I have included the following documents to support my claim:

1. Copy of the fire report
2. Photos of the damage
3. Inventory list of damaged or lost items
4. Repair estimates from certified contractors
5. Any other relevant documentation

Please let me know if you require any further information 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)]