

[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 Documentation for Claim Number [Your Claim Number]

Dear [Claims Adjuster's Name or "Claims Department"],
I am writing to submit documentation for my insurance claim, numbered [Your Claim Number]. I appreciate your prompt attention to my claim, and I have included all necessary information and documents for your review. Enclosed are the following documents:

1. Completed claim form.
2. Copy of the police report (if applicable).
3. Photographs of the damage/loss.
4. Receipts or invoices related to the claim.
5. Any other supporting documents.

Please let me know if you require any additional information or further documentation. I look forward to your prompt response regarding the status of my claim.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Policy Number]