

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

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

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

Dear [Claims Adjuster's Name or "Claims Department"],
I hope this message finds you well. I am writing to formally submit a claim for flood damage under my flood insurance policy, number [Your Policy Number].

On [Date of Flood], my property located at [Your Property Address] was significantly affected by flooding. I have attached photographs, documentation, and estimates for repairs that detail the extent of the damage incurred.

I would appreciate your prompt attention to this matter and kindly request information regarding the next steps in the claims process. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you need any further details or documentation. Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: Photos, Documentation, Repair Estimates]