

Property Damage Claim Letter (Homeowners Insurance) Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Claims Department]

[Company Address]

[City, State, ZIP Code]

Subject: Homeowners Insurance Claim for [Date of Incident]

Dear Claims Department,

I am writing to report a claim for property damage that occurred at my residence located at [Your Home Address] on [Date of Incident]. The damage was caused by [Briefly explain the cause of damage].

Enclosed, please find photographs of the damage, estimates for repair costs from reputable contractors, and any other documentation required for the claim. I kindly request your assistance in processing this claim according to the terms of my homeowners insurance policy.

If you need further information or documentation, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention.

Sincerely,

[Your Name]