

Property Damage Claim Letter Sample

Subject: Property Damage Claim

Policy Number: [Your Policy Number]

Claim Number: [Claim Number, if available]

Dear Claims Department,

I hope this letter finds you well. I am writing to file a property damage claim under my insurance policy with [Insurance Company Name]. I am seeking compensation for the damage caused to my property as described below:

1. Date of Incident: [Date of Incident]
2. Description of Incident: [Briefly describe the incident that caused the damage, including any relevant details such as the cause, location, and circumstances]
3. Description of Property Damage: [Provide a detailed description of the damage sustained by your property, including any specific items or areas affected]

Please find attached supporting documents, including photographs of the damaged property [Attach relevant photographs], copies of any applicable police reports [Attach copies of police reports], and any other relevant documentation to support my claim.

Based on an initial assessment conducted by a professional contractor, the estimated cost of repairs is approximately [Estimated Cost of Repairs]. I kindly request that you arrange for an adjuster to inspect the property and assess the damages firsthand.

I have been a loyal and satisfied customer of [Insurance Company Name] for [Duration of Policy] and have always maintained my policy in good standing. I believe that the damage falls under the coverage provided by my policy, specifically [Specify the relevant coverage].

I kindly request that you process my claim in a timely manner. Please inform me of any additional documentation or information you require to facilitate the evaluation of my claim promptly.

I can be reached at the contact information provided above, and I am available to discuss this matter further at your convenience. I kindly request that you acknowledge the receipt of this claim

letter promptly.

Thank you for your attention to this matter. I look forward to a swift resolution of my claim.

Yours sincerely,

[Your Name]