

Professional Theft Damage Report

Subject: Burglary and Property Damage Claim - Policy #[Policy Number] - Urgent

Dear Claims Department,

I am submitting this claim for property damage and theft that occurred at my residence located at [Address] on [Date] between the hours of [Time range].

The perpetrators gained entry by [Method of entry - e.g., "breaking the front door lock and shattering the living room window"]. In addition to stealing valuable items, they caused significant property damage including:

- Broken front door and frame requiring replacement
- Shattered living room window
- Damaged walls from forced entry
- Destroyed security system panel

Stolen items include: [List items with approximate values]

I immediately contacted local police (Report #[Number]) and have secured the property to prevent further damage. I have obtained quotes for repairs totaling \$[Amount] and am awaiting your adjuster's assessment.

This violation of our home has left my family feeling unsafe and anxious. We respectfully request expedited processing of this claim so we can restore our security and peace of mind.

Attached documentation:

- Police report
- Photos of damage and evidence
- Repair estimates
- Receipts for stolen items (where available)

Please contact me immediately at [Phone] or respond to this email.

Best regards,

[Your name]

Policy Holder

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/property-damage-claim-letter-sample>