

Formal Vandalism Damage Report

Subject: Vandalism Property Damage Claim - Policy #[Policy Number]

Dear Claims Representative,

I am filing a formal claim for property damage resulting from an act of vandalism that occurred at my residence, [Address], sometime between [Time frame] on [Date].

The vandalism consisted of [Describe vandalism - e.g., "spray paint graffiti covering the front and side exterior walls, broken windows, and damaged landscaping"]. The perpetrators also [Additional damage - e.g., "destroyed my mailbox and damaged my vehicle parked in the driveway"].

I discovered the damage on [Date] at [Time] and immediately contacted local police. Report number [Number] has been filed, and officers have collected evidence from the scene.

The estimated cost for repairs and cleanup includes:

- Exterior wall cleaning and repainting: \$[Amount]
- Window replacement: \$[Amount]
- Landscaping restoration: \$[Amount]
- Mailbox replacement: \$[Amount]

This senseless act has not only caused financial damage but has also made our family feel unsafe in our own neighborhood. We have installed additional security measures to prevent future incidents.

I have documented all damage with photographs and obtained estimates from licensed contractors. Please assign an adjuster to assess the damage at your earliest convenience.

I look forward to your prompt response and claim resolution.

Sincerely,

[Your name]

Policyholder

[Date]

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