

Formal claim for theft incident

Subject: Theft Claim Submission - Policy [Policy Number]

To Whom It May Concern,

I hereby submit a formal claim for personal property theft that occurred during my travels to [Destination] under insurance policy [Policy Number].

On [Date] at approximately [Time], my personal belongings were stolen from [Location/Circumstances]. The incident was immediately reported to local police, and I have obtained an official police report [Report Number].

Stolen items and their values:

- [Item 1]: \$[Value]
- [Item 2]: \$[Value]
- [Item 3]: \$[Value]

Total claimed amount: \$[Total]

I have attached the police report, original receipts where available, and photographs of similar items to substantiate the claimed values.

I request your prompt attention to this matter and advise of any additional documentation required.

Yours truly,

[Your Name]

[Contact Information]

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