

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Recipient/Organization]
[Name of Agency or Insurance Company]
[Address of Agency or Insurance Company]

RE: Request for Assistance - [Type of Disaster, e.g., Flood/Hurricane] Damage at [Property Address]

Dear [Name of Contact Person or Claims Department],

I am writing to formally request financial assistance and/or an inspection regarding significant damage to my property located at [Property Address], caused by the [Type of Disaster] that occurred on [Date of Disaster].

The disaster has resulted in the following damages to my property:

- [Description of damage 1, e.g., Structural damage to the roof]
- [Description of damage 2, e.g., Water damage to the interior walls]
- [Description of damage 3, e.g., Destruction of major appliances]

I have attached photos and videos documenting the condition of the property immediately following the event. I have also included a preliminary list of damaged personal belongings and any emergency repairs made to prevent further loss.

Please provide me with the necessary claim forms, a list of required documentation, and information regarding the next steps in the evaluation process. I look forward to hearing from you regarding an appointment for an adjuster or representative to visit the site.

Thank you for your prompt attention to this matter during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]
[Policy or Case Number, if applicable]