

[Company Name]
[Claims Department]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Policyholder Name]
[Policyholder Address]
[City, State, Zip Code]

Subject: Acknowledgment of Theft Claim - Policy Number: [Policy Number]

Dear [Policyholder Name],

We have received your report regarding the theft incident that occurred on [Date of Incident] at [Location of Incident]. This letter serves as formal acknowledgment that your claim has been filed under the claim number: **[Claim Number]**.

Your claim has been assigned to a claims adjuster who will review the details of your loss. Their contact information is as follows:

- **Adjuster Name:** [Adjuster Name]
- **Phone Number:** [Adjuster Phone]
- **Email:** [Adjuster Email]

To help us process your claim quickly, please ensure you have provided or are prepared to provide the following:

- A copy of the official police report.
- A detailed list of the stolen items, including descriptions, estimated ages, and values.
- Any available receipts, photos, or proof of ownership for the missing items.

We understand that this is a difficult situation and will work to process your claim as efficiently as possible. Your adjuster will contact you within [Number] business days to discuss the next steps in the investigation.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]