

To: [Insurance Company Name]
Attn: Claims Department
[Insurance Company Address]
[City, State, Zip Code]

Date: [Current Date]

RE: Proof of Loss and Inventory Documentation
Claim Number: [Your Claim Number]
Policy Number: [Your Policy Number]
Date of Loss: [Date Incident Occurred]

Dear [Adjuster Name or Claims Department],

Please find enclosed the formal Proof of Loss and supporting inventory documentation regarding the claim referenced above. This documentation pertains to the damage and/or loss of personal property resulting from [Type of Event, e.g., fire, theft, flood] at [Property Address].

The attached inventory list includes the following details for each item:

- Description of the item
- Age or approximate date of purchase
- Replacement cost at current market value
- Actual Cash Value (if applicable)
- Evidence of ownership (receipts, photos, or serial numbers, where available)

In addition to the inventory list, I have enclosed [mention any other attachments, e.g., repair estimates, photographs of the damage, or expert appraisals].

Please review these documents and update me on the status of my claim. If any additional information or forms are required to process this request, please notify me in writing as soon as possible.

I look forward to a prompt resolution of this claim.

Sincerely,

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

Enclosures: [List the documents attached, e.g., Inventory Spreadsheet, Receipts, Photos]