

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

[Date]

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

RE: Notice of Property Damage Claim

Policy Number: [Your Policy Number]
Claim Number: [Claim Number, if already assigned]
Date of Loss: [Date the damage occurred]

To Whom It May Concern,

Please accept this letter as a formal claim for water damage that occurred at my property located at [Property Address].

Description of Loss:

On [Date], the property sustained water damage caused by [Briefly describe cause, e.g., a burst pipe, appliance failure, or roof leak]. The water affected the following areas: [List rooms, e.g., kitchen, living room, and basement].

Mitigation Actions:

Upon discovery, I took the following steps to prevent further damage: [e.g., turned off the main water valve, contacted a plumber, or hired a water extraction company].

Documentation Attached:

To support this claim, I have enclosed the following documentation:

- Photographs and videos of the standing water and resulting damage.
- A detailed inventory list of damaged personal property and contents.
- Receipts for emergency repairs and mitigation services.
- Professional repair estimates from licensed contractors.

Requested Action:

I request that an insurance adjuster contact me immediately to schedule an inspection of the property. Please provide a written acknowledgement of this claim and advise on the next steps in the settlement process.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]